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Checking Out Your Gateway Solo 1450

1

This chapter introduces you to the basic features of your notebook. Read this chapter to learn:

- How to identify the features of your Gateway notebook
- How to locate your notebook's model and serial number
- How to locate the Microsoft Certificate of Authenticity
- How to locate the specifications for your notebook
- What accessories are available for your notebook

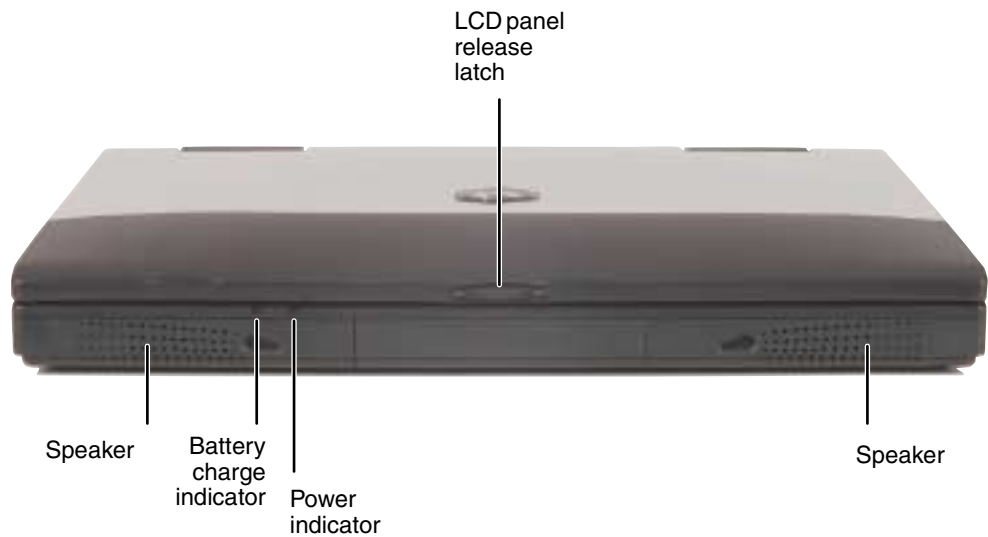
Tips & Tricks





To access the contents of this guide while you are traveling, download an electronic copy from www.gateway.com/support/manlib/.

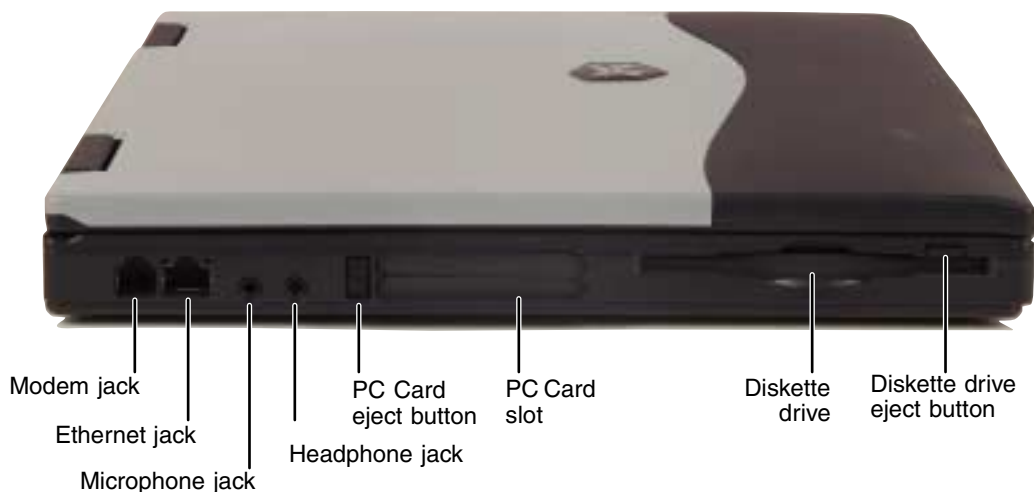







Front



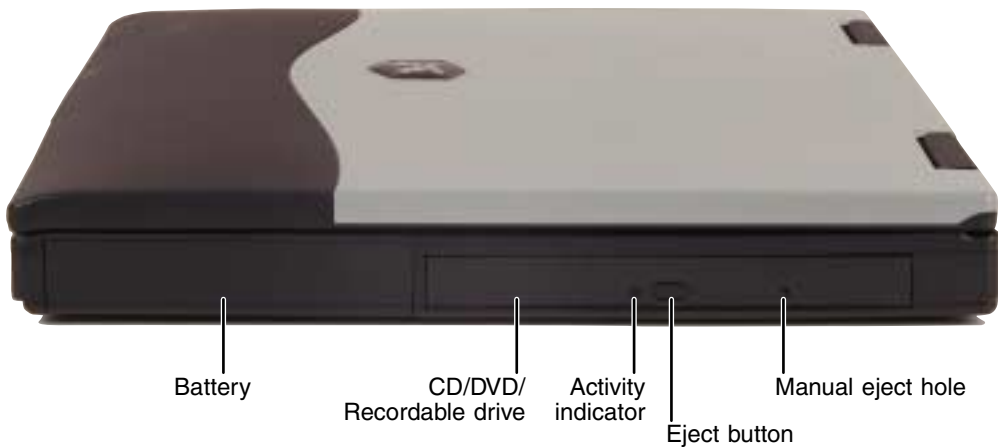
Component	Icon	Description
LCD panel release latch		Open the LCD panel by sliding the release latch to the right.
Speakers		Provide audio output. Speakers are turned off while headphones are connected.
Battery charge indicator		<p>The LED shows the battery activity and status.</p> <ul style="list-style-type: none">▪ LED green – battery is fully charged.▪ LED orange – battery is charging.▪ LED red – battery is low.▪ LED blinking and red – battery is very low. <p>This LED only lights up when your notebook is plugged in.</p>
Power indicator		<p>Lights up when your notebook is turned on and shows the notebook power status.</p> <ul style="list-style-type: none">▪ LED on – power is on.▪ LED blinking – notebook is in Standby mode.▪ LED off – power is off or notebook is in Hibernate mode.


Left side



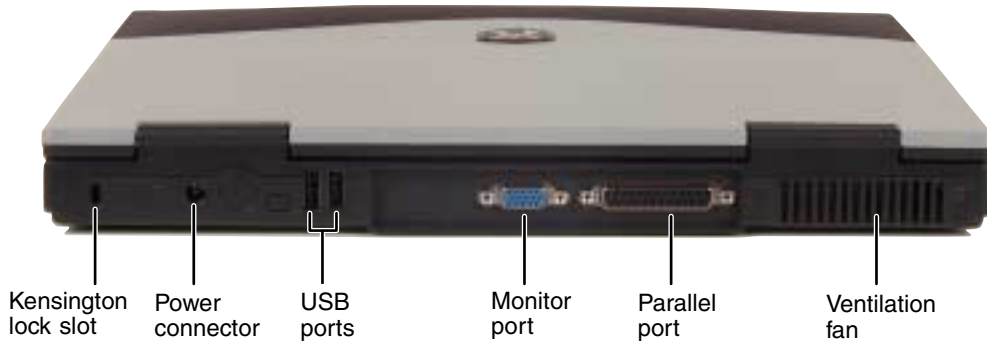
Component	Icon	Description
Modem jack		Plug a modem cable into this jack. For more information, see “Connecting the modem” on page 31.
Ethernet jack		Plug a 10/100 Ethernet network cable into this jack. For more information, see “Connecting to a wired Ethernet network” on page 32.
Microphone jack		Plug a microphone into this jack.
Headphone jack		Plug amplified speakers or headphones into this jack. The built-in speakers are turned off when a device is plugged into this jack.
PC Card eject button		Press this eject button to remove the PC Card from the PC Card slot. For more information, see “Adding and removing a PC Card” on page 252.
PC Card slot		Insert one Type II or Type III PC Card into this slot. For more information, see “Adding and removing a PC Card” on page 252.
Diskette drive		Insert a standard 3.5-inch diskette into this drive. For more information, see “Using the diskette drive” on page 78.
Diskette drive eject button		Press the eject button to remove a diskette from the drive. For more information, see “Using the diskette drive” on page 78.

Right side



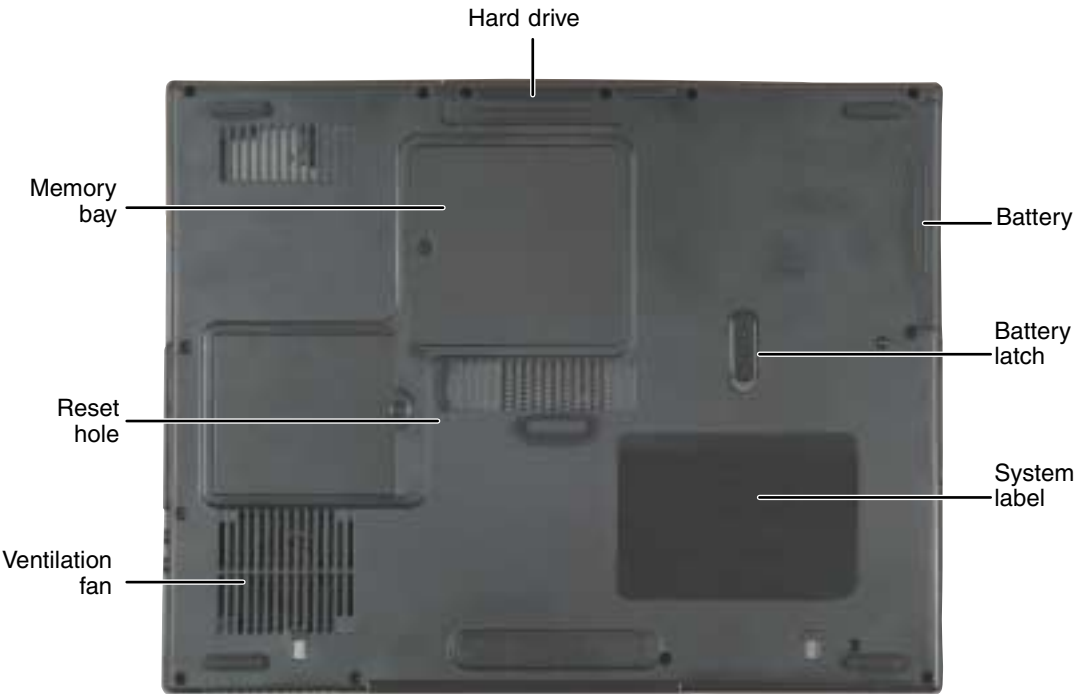
Component	Icon	Description
Battery		The battery is located here. For more information, see “Changing batteries” on page 133.
CD/DVD/Recordable drive		Insert CDs, CD-R/RWs, or DVDs into this drive. For more information, see “Using the CD or DVD drive” on page 79. This drive may be a CD, DVD, CD-RW, or combination DVD/CD-RW drive. To determine the type of drive in your notebook, examine the drive tray’s plastic cover and compare the logo to those listed in “Identifying drive types” on page 79.
Activity indicator		Lights up when your computer is accessing the CD, DVD, or recordable drive. For more information, see “Using the CD or DVD drive” on page 79.
Eject button		Press the eject button to open the disc tray. For more information, see “Using the CD or DVD drive” on page 79.
Manual eject hole		Insert a straightened paperclip into this hole to open the drive tray if pressing the drive eject button fails to open the tray.




Back





Component	Icon	Description
Kensington™ lock slot		Secure your computer to an object by connecting a Kensington cable lock to this slot.
Power connector		Plug the AC adapter cable into this connector.
USB ports		Plug USB (Universal Serial Bus) devices (such as a USB Iomega™ Zip™ drive, printer, scanner, camera, keyboard, or mouse) into these ports.
Monitor port		Plug an analog VGA monitor into this port.
Parallel port		Plug a parallel device (such as a printer) into this port.
Ventilation fan		Helps cool internal components. Do not block or insert objects into these slots.

Bottom




Component	Icon	Description
Hard drive		The hard drive is located here. For more information, see “Replacing the hard drive” on page 259.
Battery		The battery is located here. For more information, see “Changing batteries” on page 133.
Battery latch		Slide to release the battery.
System label		Includes the product model number. For more information, see “Identifying your model” on page 10.
Ventilation fan		Helps cool internal components. Do not block or insert objects into these slots.

Component	Icon	Description
Reset hole		Insert a straightened paper clip into this hole to manually restart your notebook.
Memory bay		Install as many as two memory modules into this bay. For more information, see “Adding or replacing memory” on page 255.

Keyboard area



Component	Icon	Description
Power button		Press to turn your notebook on or off. You can also configure the power button for Standby/Resume mode. For more information on configuring the power button mode, see “Changing the power scheme” on page 137.
Multi-function buttons		Press these buttons to open programs you assign to them. By default, these buttons are set to open your e-mail application, your Web browser, online help, and another program that you assign. For more information, see “Multi-function buttons” on page 27 and “Programming the multi-function buttons” on page 165.
Status indicators		Inform you when a drive is in use or when a button has been pressed that affects how the keyboard is used. For more information, see “Status indicators” on page 22.

Component	Icon	Description
Touchpad		Provides all the functionality of a mouse. For more information, see “Using the EZ Pad touchpad” on page 28 and “Changing the touchpad settings” on page 163.
Keyboard		A full-sized 86-key keyboard. For more information, see “Using the keyboard” on page 23.

Identifying your model

Important

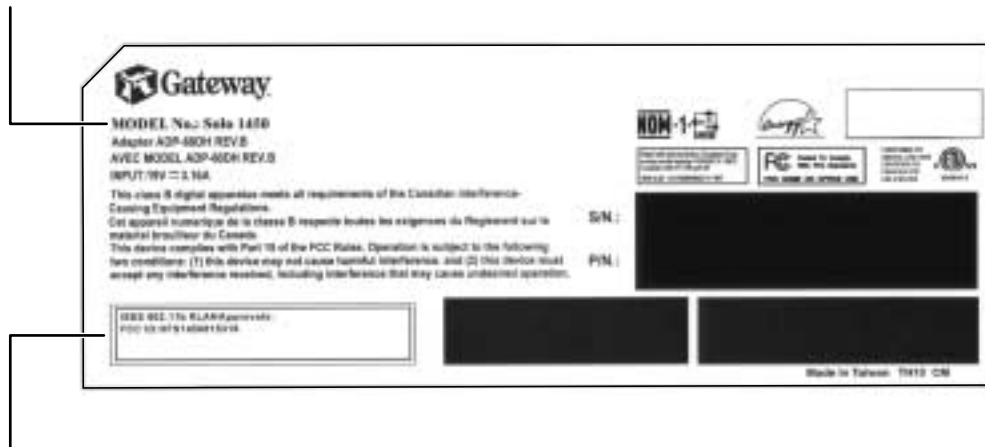


The labels shown in this section are for informational purposes only. Label information varies by model, features ordered, and location.

Gateway model number

The label on the bottom of your notebook contains information that identifies your notebook model and its features. Gateway Technical Support will need this information if you call for assistance.

Gateway model number



Internal wireless devices

Gateway serial number

You can locate the Gateway serial number:

- Printed on a white sticker on the bottom or back of your notebook.
- Printed on the customer invoice that came with your notebook. The invoice will also contain your customer ID number.
- Displayed in HelpSpot in Windows XP. Click **Start**, then click **Help and Support**. Click **View product serial number**.

Microsoft Certificate of Authenticity

The Microsoft Certificate of Authenticity label found on the bottom of your notebook includes the product key code for your operating system.



Finding your specifications

For more information about your computer, such as memory size, memory type, and hard drive size, go to the **My Computer Info** link in *HelpSpot* or visit Gateway's *eSupport* page at www.gateway.com/support. The *eSupport* page also has links to additional Gateway documentation and detailed specifications.

In Windows XP, view your computer's serial number or check your specifications by clicking **Start**, **Help and Support**, then clicking **My Computer Info**.



You can also find out more about your computer at the Gateway *eSupport* site. Visit www.gateway.com/support.



Accessories

Gateway offers accessories that can help you make the most of using your notebook.

Batteries and automobile/airplane power adapters

If you run your notebook on battery power for extended periods, you may want to buy an additional battery so that you can swap batteries when necessary. See “Changing batteries” on page 133 for more information about using an additional battery in your notebook.

With an automobile/airplane power adapter, you can save battery power by plugging your notebook into an automobile cigarette lighter or an airplane in-flight power receptacle.

Carrying cases

Gateway has large-capacity carrying cases if you need additional space for accessories or supplies.

Peripheral devices

You can attach devices such as a keyboard, mouse, printer, or monitor to your notebook.

Memory

Large programs, such as multimedia games or graphics programs, use a lot of memory. If your programs are running more slowly than you think they should, try adding more memory.

Printers

You can attach many types of printers to your notebook. The most common types are inkjet and laser printers, which print in color or black and white. See “Installing a printer, scanner, or other peripheral device” on page 33 for more information about attaching a printer to your notebook.

Inkjet printers and cartridges are relatively inexpensive, but usually they are slower than laser printers. Using an inkjet color printer, you can print pictures, banners, and greeting cards, as well as documents.

Laser printers and cartridges are more expensive, but usually they print much faster than inkjet printers. Laser printers are better than inkjet printers when you are printing large documents.

Getting Started **2**

This chapter provides basic information about your Gateway notebook. Read this chapter to find out how to:

- Connect the AC adapter
- Start and turn off your notebook
- Identify the status indicators
- Use the keyboard
- Use the EZ Pad touchpad
- Connect the modem
- Connect to an Ethernet network
- Install peripheral devices



Connecting the AC adapter

You can run your notebook using an AC adapter or the notebook battery. The battery was shipped to you partially charged. You should use the AC adapter right away to fully charge the battery. Allow 24 hours for the battery to fully charge.

Important



If the battery is not fully charged before you use your notebook on battery power for the first time, the battery life may be much shorter than you expect. If the battery life seems short even after being charged for 24 hours, the battery may need to be recalibrated. For information on recalibrating the battery, see "Recalibrating the battery" on page 132.



To connect the AC adapter:

- 1 Connect the power cord to the AC adapter.

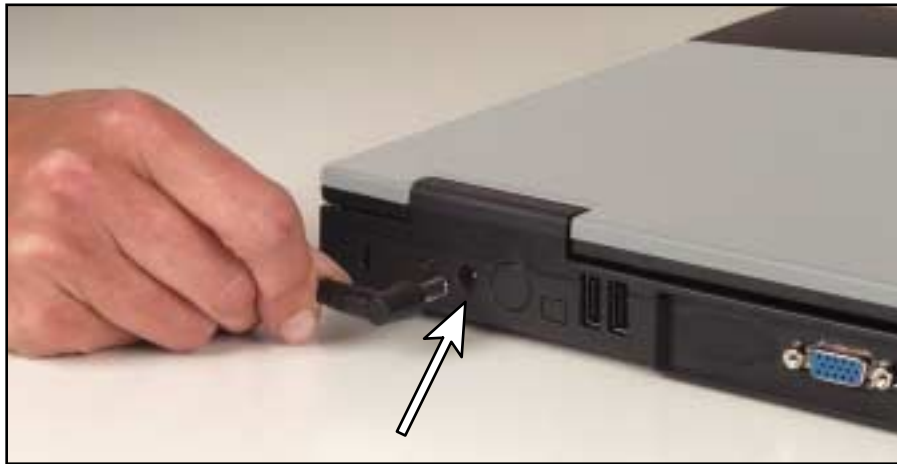


Warning



Replace the power cord if it becomes damaged. The replacement cord must be of the same type and voltage rating as the original cord or your notebook may be damaged.

- 2 Connect the AC adapter to your notebook's power connector.



- 3 Plug the power cord into a wall outlet.

The battery charge indicator turns on (see “Front” on page 2 for the location of the battery charge indicator). If the battery charge indicator does not turn on, unplug the adapter from your notebook, then plug it back in.

- 4 When you finish using your notebook for the first time, turn your notebook off and leave your notebook connected to AC power for at least 24 hours. The battery charge indicator may not show a charge for several hours. For more information about the battery charge indicator on your model, see “Monitoring the battery charge” on page 130.
- 5 If the battery charge indicator does not show a full charge after 24 hours, contact Gateway Technical Support at www.gateway.com/support/contact.

Warning



Do not attempt to disassemble the AC adapter. The AC adapter has no user-replaceable or user-serviceable parts inside. The AC adapter has dangerous voltages that can cause serious injury or death. Contact Gateway about returning defective AC adapters.



Protecting from power source problems

During a power surge, the voltage level of electricity coming into your computer can increase to far above normal levels and cause data loss or system damage. Protect your computer and peripheral devices by connecting them to a *surge protector*, which absorbs voltage surges and prevents them from reaching your computer.

Warning



High voltages can enter your computer through both the power cord and the modem connection. Protect your computer by using a surge protector. If you have a telephone modem, use a surge protector that has a modem jack. If you have a cable modem, use a surge protector that has an antenna/cable TV jack. During an electrical storm, unplug both the surge protector and the modem.

Starting your notebook



To start your notebook:

- 1 Open your notebook by sliding the latch on the front of your notebook to the right and lifting the LCD panel.
- 2 Press the power button located above the keyboard.

Power button



The power button is preset to On/Off mode. However, you can also set it to function in Standby/Resume mode. For instructions on changing the power button mode, see “Changing power settings” on page 137.

- 3 If you are starting your notebook for the first time, follow the on-screen instructions to set up your notebook.



Waking up your notebook

When you have not used your notebook for several minutes, it may enter a power-saving mode called *Standby*. While in Standby, the power indicator flashes.

If your notebook is in Standby mode, “wake” it up by pressing the power button. For more information on changing power-saving settings, see “Changing power settings” on page 137.

Turning off your notebook



To turn off your notebook in Windows XP:

- 1 Click **Start**, then click **Turn Off Computer**. The *Turn Off Computer* dialog box opens.
- 2 Click **Turn Off**. Windows shuts down and turns off your notebook.

Important



If for some reason you cannot use the Turn Off Computer option in Windows to turn off your notebook, press and hold the power button for about five seconds, then release it.



To turn off your notebook in Windows 2000:

- 1 Click **Start**, then click **Shut Down**. The *Shut Down Windows* dialog box opens.
- 2 Click the arrow button to open the **What do you want your computer to do list**, then click **Shut down**.
- 3 Click **OK**. Windows shuts down and turns off your notebook.

Important



If for some reason you cannot use the Shut Down option in Windows to turn off your notebook, press and hold the power button for about five seconds, then release it.



Restarting (rebooting) your notebook

If your notebook does not respond to keyboard or touchpad input, you may have to close programs that are not responding. If closing unresponsive programs does not restore your notebook to normal operation, you may have to restart (reboot) your notebook.



To close unresponsive programs and restart your notebook:

- 1 Press CTRL+ALT+DEL. A window opens that lets you close a program that is not responding.
- 2 Click the program that is not responding.
- 3 Close the program by clicking **End Task**.
- 4 If your notebook does not respond, turn it off, wait ten seconds and turn it on again.

Important



If your notebook does not turn off immediately, complete the following steps until the notebook turns off:

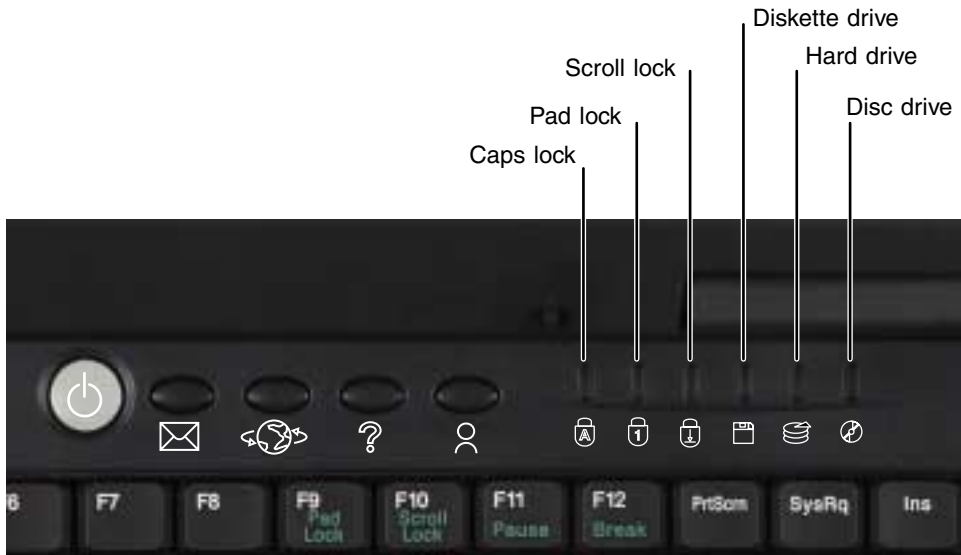
- Press and hold the power button for about five seconds, then release it
- Insert a straightened paper clip into the reset hole on the bottom of your notebook
- Remove AC power and the battery for more than 10 seconds

As a part of the regular startup process, a program to check the disk status runs automatically. When the checks are finished, Windows starts.



Status indicators

Status indicators inform you when a drive is being used or when a button has been pressed that affects how the keyboard is used.

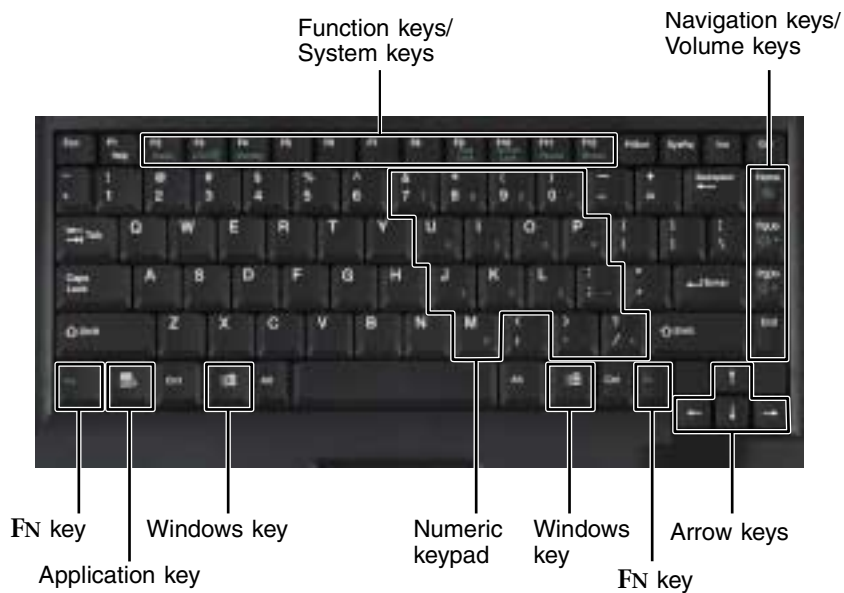


Indicator	Icon	Description
Caps Lock		Caps Lock is turned on.
Pad Lock		The embedded numeric keypad is turned on.
Scroll Lock		Scroll Lock is turned on.
Diskette drive		The standard 1.44 MB diskette drive is in use.
Hard drive		The hard drive is in use.
Disc drive		The CD, DVD, or recordable drive is in use.

Using the keyboard



Your notebook features a full-size keyboard that functions the same as a desktop computer keyboard. Many of the keys have been assigned alternate functions, including shortcut keys for Windows, function keys for specific system operations, and the Pad Lock keys for the numeric keypad.

You can attach an external keyboard to your notebook using a USB port. You do not need to shut down your notebook to connect a keyboard.











Key types

The keyboard has several different types of keys. Some keys perform specific actions when pressed alone and other actions when pressed in combination with another key.

Key type	Icon	Description
Function keys		Press these keys labeled F1 to F12 to perform actions in programs. For example, pressing F1 may open help. Each program uses different function keys for different purposes. Refer to the program documentation to find out more about the function key actions.
System keys		Press these colored keys in combination with the FN key to perform specific actions. For more information, see “System key combinations” on page 25.
Navigation keys		Press these keys to move the cursor to the beginning of a line, to the end of a line, up the page, down the page, to the beginning of a document, or to the end of a document.
Volume keys		Press these colored keys in combination with the FN key to increase or decrease the volume or to turn off all sound. For more information, see “System key combinations” on page 25, “Adjusting the volume” on page 81, and “Adjusting the volume in Windows 2000” on page 84.
FN key		Press the FN key in combination with a colored system key (such as STATUS , STANDBY , or PAUSE) to perform a specific action.
Application key		Press this key for quick access to shortcut menus and help assistants in Windows.
Windows key		Press this key to open the Windows Start menu. This key can also be used in combination with other keys to open utilities like F (Search utility), R (Run utility), and E (Explorer utility).
Numeric keypad		Use these keys to type numbers when the numeric keypad is turned on. Press FN+PAD LOCK to turn on the numeric keypad.
Arrow keys		Press these keys to move the cursor up, down, right, or left.

System key combinations

When you press an FN key and a system key at the same time, your notebook performs the action identified by the colored text or icon on the key.

Press and hold FN while pressing this system key...	To...
	Display the power status box in the upper-left corner of your display. The box shows the battery charge level, the BIOS version, and whether the AC adapter is being used. Press the key combination again to close this box.
	Toggle the notebook display between the LCD, an external monitor, or both displays at the same time. A monitor must be plugged into the monitor port on your notebook.
	Enter Standby mode. Press the power button to leave Standby mode. For more information, see “Changing power modes” on page 136.
	Turn on Pad Lock so you can use the numeric keypad. Press this key combination again to turn off Pad Lock. The Pad Lock status indicator appears when this function is turned on.
	Pause the text scrolling in a DOS screen. The Scroll Lock status indicator appears when this function is turned on. Press the key combination again to continue scrolling. (This function is only available in some programs.)
	Pause execution of a DOS program. (This function is only available in some programs.)
	Stop the currently running DOS program. (This function is only available in some programs.)
	Mute the sound. Press the key combination again to restore the sound. For more information, see “Adjusting the volume” on page 81, and “Adjusting the volume in Windows 2000” on page 84.

Press and hold FN while
pressing this system key...

To...



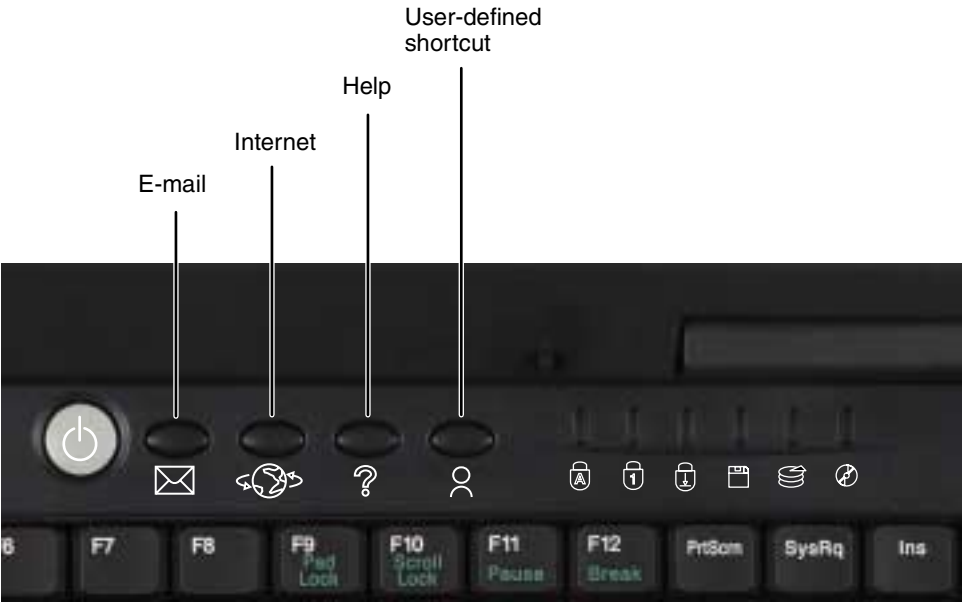
Increase volume. For more information, see “Adjusting the volume” on page 81, and “Adjusting the volume in Windows 2000” on page 84.







Decrease volume. For more information, see “Adjusting the volume” on page 81, and “Adjusting the volume in Windows 2000” on page 84.

Multi-function buttons

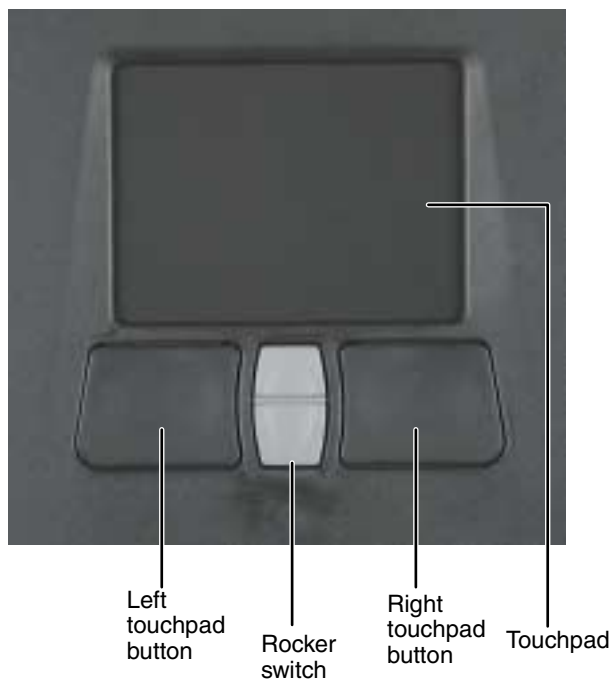
Press the multi-function buttons to open programs you assign to them. These buttons can be assigned different functions than those listed. For more information, see “Programming the multi-function buttons” on page 165.



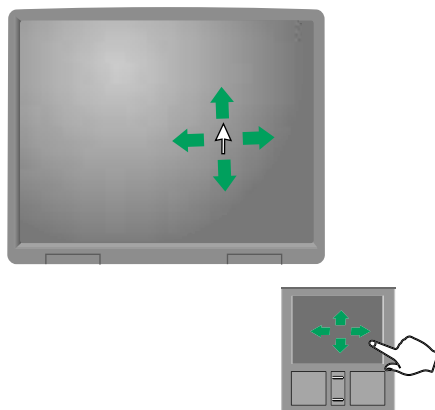
Button	Icon	Press to...
E-mail		Open your e-mail program.
Internet		Open your Web browser.
Help		Open online help.
User-defined shortcut		Open the program you assign to this key.

Using the EZ Pad touchpad

The EZ Pad™ consists of a touchpad, two buttons, and a rocker switch.



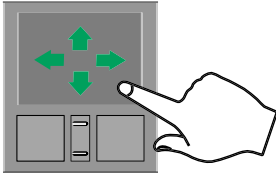
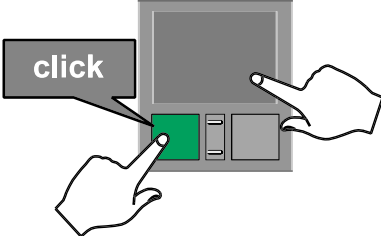
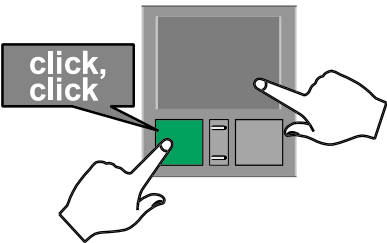
When you move your finger on the touchpad, the *pointer* (arrow) on the screen moves in the same direction.



You can use the EZ-Pad *left* and *right buttons* below the touchpad to select objects.

You can assign a function to the *rocker switch* between the touchpad buttons. This function can be to scroll up or down, maximize or minimize the active window, or open and close the Start menu. For more information about programming the rocker switch, see “Changing the touchpad settings” on page 163.

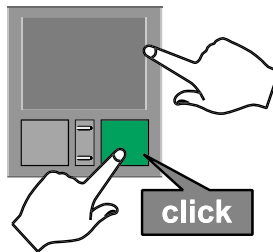
Using the touchpad

To...	Do this...
Move the pointer on the screen.	 <p>Move your finger around on the touchpad. If you run out of space and need to move the pointer farther, lift your finger, move it to the middle of the touchpad, then continue moving your finger.</p>
Select an object on the screen.	 <p>Position the pointer over the object. Press the left button below the touchpad once. This action is called <i>clicking</i>.</p>
Start a program or open a file or folder.	 <p>Position the pointer over the object. Press the left button below the touchpad twice in rapid succession. This action is called <i>double-clicking</i>.</p>

To...

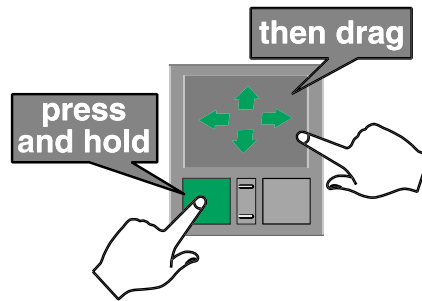
Do this...

Access a shortcut menu or find more information about an object on the screen.



Position the pointer over the object. Quickly press and release the right button once. This action is called *right-clicking*.

Move an object on the screen.



Position the pointer over the object. Press the left button and hold it down, then use the touchpad to move (drag) the object to the appropriate part of the screen. Release the button to drop the object where you want it.

Connecting the modem

Your notebook has a built-in 56K modem that you can use to connect it to a standard telephone line.


Caution



To reduce the risk of fire, use only No. 26 AWG or larger telecommunications line cord.



To connect the modem:

- 1** Insert one end of the modem cable into the modem jack  on the left side of your notebook.



- 2** Insert the other end of the modem cable into a telephone wall jack. The modem will not work with digital or PBX telephone lines.
- 3** Start your notebook, then start your communications program.



Connecting to a wired Ethernet network

Your notebook has a network jack that you can use to connect it to a 10/100 wired Ethernet network.


Important

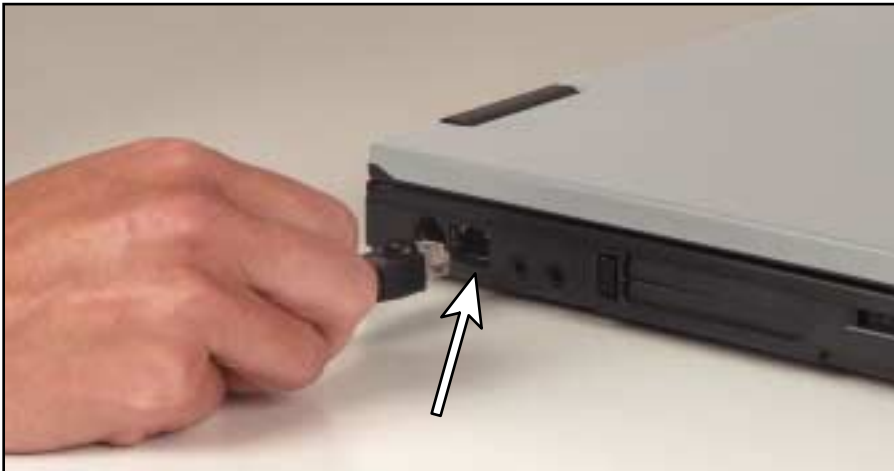


Your notebook may be equipped with built-in wireless Ethernet or you may have a wireless Ethernet PC Card for networking. For information about connecting to a wireless Ethernet network, see “Using a Wireless Ethernet Network” on page 169. For information about installing a wireless Ethernet PC Card, see “Adding and removing a PC Card” on page 252.



To connect to a wired Ethernet network:

- 1 Insert one end of the network cable into the network jack  on the left side of your notebook.



- 2 Insert the other end of the network cable into a network jack. Ask your network administrator to help you select the correct network jack.



Your notebook is now physically connected to the network. Your network administrator can help you log onto your network.

Broadband Internet connections

You can use your notebook's Ethernet jack for more than just networking. Many broadband Internet connections, such as cable modems and DSL modems, connect to your notebook's Ethernet jack. For more information, see "Using the Internet" on page 67.

Installing a printer, scanner, or other peripheral device

Your computer has one or more of the following ports: Universal Serial Bus (USB) and parallel. These ports are used for connecting peripheral devices such as printers, scanners, and digital cameras to your computer. For more information about port locations, see "Checking Out Your Gateway Solo 1450" on page 1.

USB ports support *plug-and-play* and *hot swapping*, which means that your computer will usually recognize such a device whenever you plug it into the appropriate port. When you use a USB device for the first time, your computer will prompt you to install any software the device needs. After doing this, you can disconnect and reconnect the device at any time.

Parallel port devices are not plug-and-play. Refer to the device documentation for detailed information and installation instructions.

Help and Support



For more information about installing peripheral devices in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **installing devices** in the HelpSpot **Search** box , then click the arrow.

Getting Help 3

This chapter tells you about additional information resources available to help you use your computer. Read this chapter to learn how to access:

- HelpSpot™
- Online help
- Gateway Web site



HelpSpot

Your computer may include *HelpSpot™*, an easily accessible collection of help information, troubleshooters, instructional videos, and automated support. Use HelpSpot to answer questions about Windows and to help you quickly discover and use the many features of your Gateway computer. HelpSpot also has an area called *Contact Gateway* that helps you find the right resource at Gateway to answer your questions or help solve your problems.



To start HelpSpot:

- Click **Start**, then click **Help and Support**. HelpSpot opens.




If this is the first time you have started HelpSpot on your computer, you may experience a brief wait while HelpSpot builds the help database, then HelpSpot will display an introductory video.

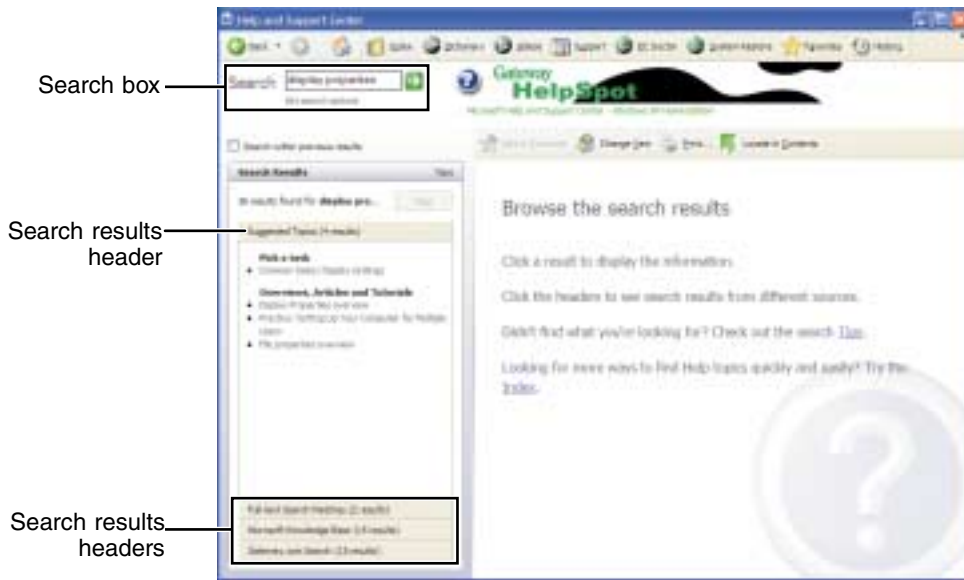


You can find help information by clicking a link, performing a search, or browsing the index. To learn about using your Gateway computer, your touchpad, and other tasks, click the **Using your computer** link on the HelpSpot main page.



Searching for a topic

To search for a topic in HelpSpot, type a word or phrase (keyword) in the **Search** box located at the top of any HelpSpot screen, then click the arrow  button.



For each search, you receive the following search result types:

- **Suggested Topics** - These topics are located in HelpSpot and are relevant to your search topic
- **Full-text Search Matches** - These topics are located in HelpSpot and contain the words you entered in the **Search** box
- **Microsoft Knowledge Base** - These topics are located on the Microsoft.com Web site (you must be connected to the Internet to search for and access these topics) and contain the words you entered in the **Search** box
- **Gateway.com Search** - These topics are located on the Gateway.com Web site (you must be connected to the Internet to search for and access these topics) and contain the words you entered in the **Search** box

To view a list of your search results, click the results header for the type of results you want to view.

To view a topic, click the topic name in the **Search Results** list.

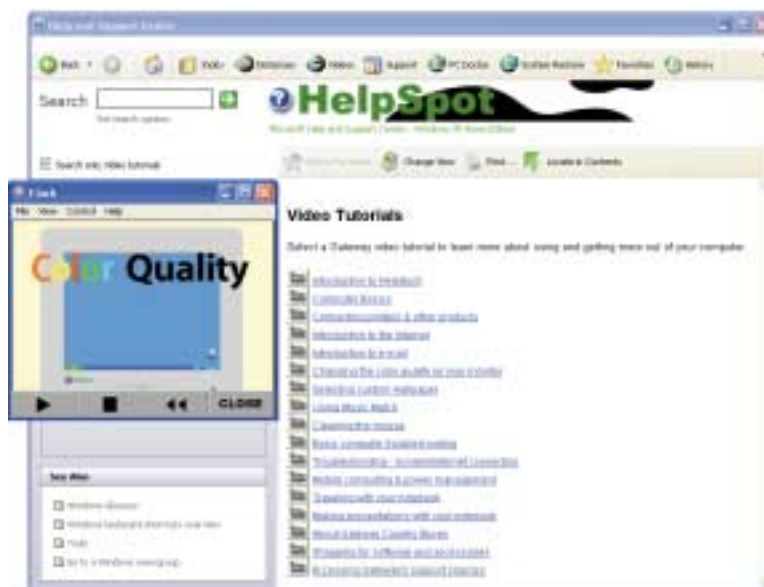
HelpSpot Videos

HelpSpot contains several short videos to help introduce you to new concepts or show you how to perform various tasks.



To play a HelpSpot video:

- To watch a video in HelpSpot, click **Video Tutorials** on the HelpSpot home page, then click a video title. The video plays.



Online help

Many programs provide information online so you can research a topic or learn how to perform a task while you are using the program. Most online help information can be accessed by selecting a topic from a **Help** menu or by clicking a **Help** button.

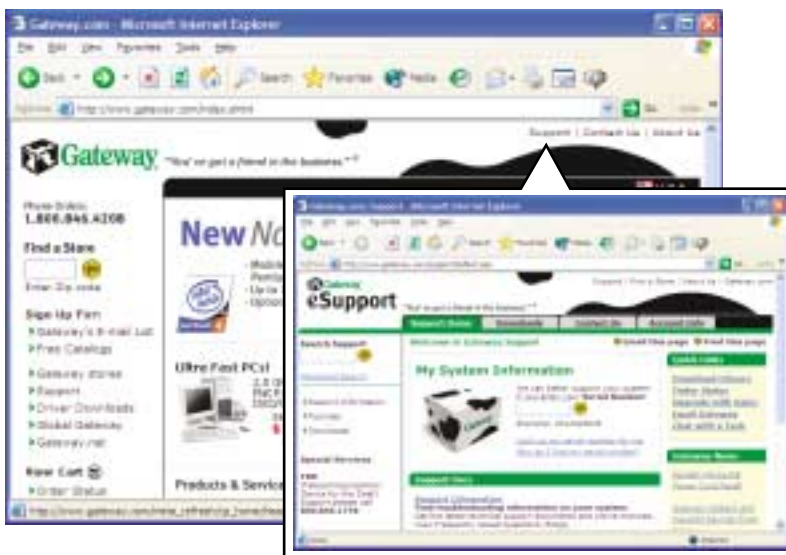


You can search for information by viewing the help contents, checking the index, searching for a topic or keyword, or browsing through the online help.



Gateway Web site

Gateway provides a variety of information on its Web site to help you use your computer.



Visit the Gateway Web site at www.gateway.com for:

- Technical documentation and product guides
- Technical tips and support, including online chat services
- Hardware drivers
- Order status
- Frequently asked questions (FAQs)

For more information about connecting to the Internet, see “Using the Internet” on page 67.

Windows Basics 4

Read this chapter to learn on how to:

- Use the Windows desktop
- Manage files and folders
- Work with documents
- Use shortcuts



About the Windows environment


After your computer starts, the first screen you see is the Windows *desktop*. The desktop is like the top of a real desk. Think of the desktop as your personalized work space where you open programs and perform other tasks.

Your desktop may be different from the example shown below, depending on how your computer is set up.

Help and Support






For more information about the Windows XP desktop, click **Start**, then click **Help and Support**.

Type the keyword **Windows desktop** in the HelpSpot **Search** box Search , then click the arrow.



Using the desktop

The desktop contains the taskbar, the Start button, and the Recycle Bin icon.

Desktop elements	Description
	<p>The <i>taskbar</i> is the bar at the bottom of the screen containing the Start button on the left and a clock on the right. Other buttons on the taskbar represent programs that are running.</p> <p>Click a program's <i>button</i> on the taskbar to open the program's window.</p>
	<p>The <i>Start button</i> provides access to programs, files, help for Windows and other programs, and computer tools and utilities.</p> <p>Click the Start button, then open a file or program by clicking an item on the menu that opens.</p>
	<p>The <i>Recycle Bin</i> is where files, folders, and programs that you discarded are stored. You must empty the Recycle Bin to permanently delete them from your computer. For instructions on how to use the Recycle Bin, see "Deleting files and folders" on page 54.</p>

Using the Start menu

You can start programs, open files, customize your system, get help, search for files and folders, and more using the Start menu.



To use the Start menu:

- 1 Click the **Start** button on the lower left of the Windows desktop. The Start menu opens showing you the first level of menu items.
- 2 To see all programs and files in the Start menu, click **All Programs**.

When you move the mouse pointer over any menu item that has an arrow next to it, another menu, or *submenu*, opens and reveals related files, programs, or commands.



- 3 Click a file or program to open it.



Help and Support

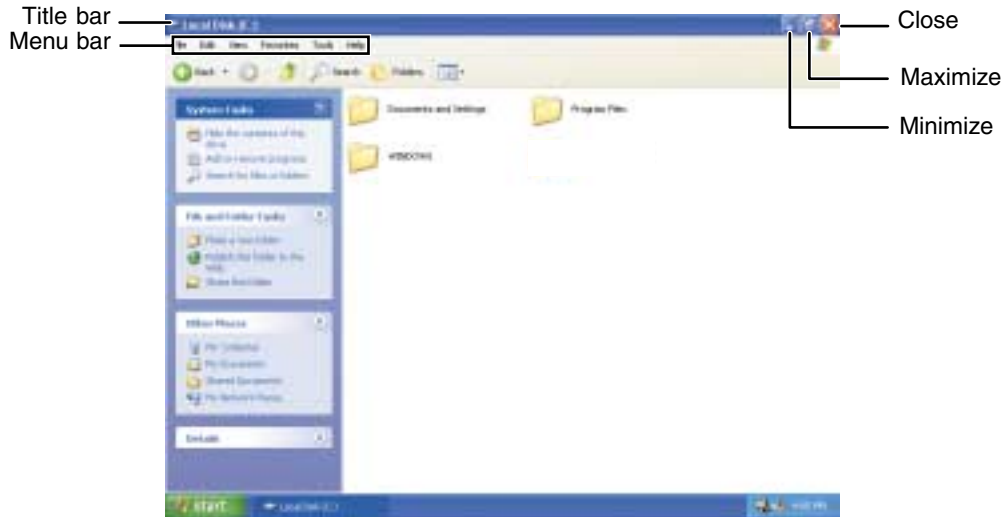


For more information about the Windows XP Start menu, click **Start**, then click **Help and Support**.




Type the keyword **Windows Start menu** in the HelpSpot **Search** box Search , then click the arrow.


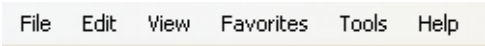
Identifying Window items

When you double-click the icon for a drive, folder, file, or program, a *window* opens on the desktop. This example shows the Local Disk (C:) window, which opens after double-clicking the **Local Disk (C:)** icon in the *My Computer* window.



Every program window looks a little different because each has its own menus, icons, and controls. Most windows include these items:


Window item	Description
	The <i>title bar</i> is the horizontal bar at the top of a window that shows the window title.
	Clicking the <i>minimize button</i> reduces the active window to a button on the taskbar. Clicking the program button in the taskbar opens the window again.
	Clicking the <i>maximize button</i> expands the active window to fit the entire screen. Clicking the maximize button again restores the window to its former size.

Window item	Description
	Clicking the <i>close button</i> closes the active window or program.
	Clicking an item on the <i>menu bar</i> starts an action such as Print or Save.

Help and Support



For more information about windows in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **window** in the HelpSpot **Search** box
Search , then click the arrow.

Working with files and folders

You can organize your files and programs to suit your preferences much like you would store information in a file cabinet. You can store these files in folders and copy, move, and delete the information just as you would reorganize and throw away information in a file cabinet.

Viewing drives

Drives are like file cabinets because they hold files and folders. A computer almost always has more than one drive. Each drive has a letter, usually Local Disk (C:) for the hard drive and 3½ Floppy (A:) for the diskette drive. You also have a CD, CD-RW, DVD, or combination DVD/CD-RW drive.



To view the drives on your computer:

- In Windows XP, click **Start**, then click **My Computer** on the Start menu.

- OR -

In Windows 2000, double-click the **My Computer** icon on the desktop.





To see the files and folders on a drive:


- Double-click the drive icon. If you do not see the contents of a drive after you double-click its icon, click **Show the contents of this drive**.



Help and Support



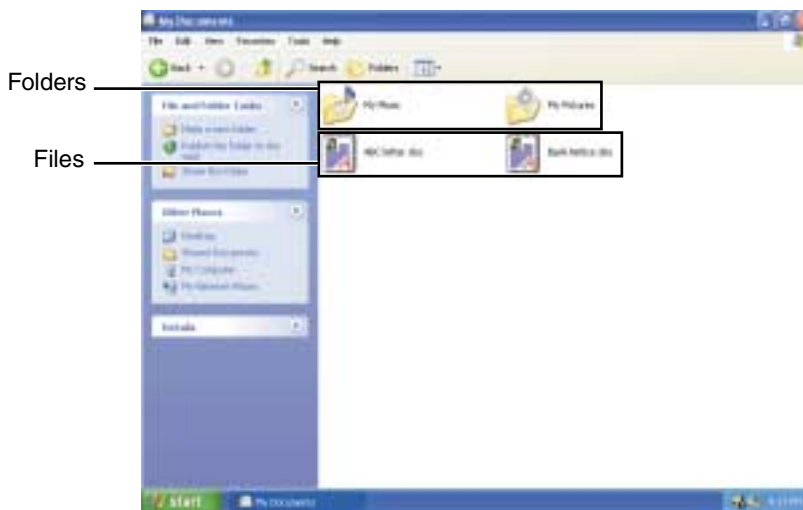
For more information about files and folders in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **files and folders** in the HelpSpot **Search** box Search , then click the arrow.

Creating folders

Folders are much like the folders in a file cabinet. They can contain files and other folders.

Files are much like paper documents—letters, spreadsheets, and pictures—that you keep on your computer. In fact, all information on a computer is stored in files.



To create a folder:

1 In Windows XP, click **Start**, then click **My Computer** on the Start menu.

- OR -

In Windows 2000, double-click the **My Computer** icon on the desktop.

2 Double-click the drive where you want to put the new folder. Typically, **Local Disk (C:)** is your hard drive and **3½ Floppy (A:)** is your diskette drive. If you do not see the contents of the drive, click **Show the contents of this drive**.

3 If you want to create a new folder inside an existing folder, double-click the existing folder. If you do not see the contents of the drive or folder, click **Show the contents of this drive** or **Show the contents of this folder**.




- 4 Click **File**, **New**, then click **Folder**. The new folder is created.
- 5 Type a name for the folder, then press ENTER. The new folder name appears by the folder icon.



Help and Support



For more information about creating files and folders in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **creating files and folders** in the HelpSpot **Search** box , then click the arrow.

For information on renaming folders, see “Shortcuts” on page 66.

Copying and moving files and folders

The skills you need to copy and move files are called *copying*, *cutting*, and *pasting*.

When you *copy and paste* a file or folder, you place a *copy* of the file or folder on the Windows *clipboard*, which temporarily stores it. Then, when you decide what folder you want the copy to go in (the *destination* folder), you *paste* it there.

When you *cut and paste* a file or folder, you remove the file or folder from its original location and place the file or folder on the Windows clipboard. When you decide where you want the file or folder to go, you paste it there.

Important



The clipboard stores whatever you cut or copy until you cut or copy again. Then the clipboard contains the new information only. Therefore, you can paste copies of a file or folder into more than one place, but as soon as you copy or cut a different file or folder, the original file or folder is deleted from the clipboard.



To copy a file or folder to another folder:

- 1** Locate the file or folder you want to copy. For more information, see “Viewing drives” on page 49 and “Searching for files” on page 57.
- 2** Right-click (press the right mouse or touchpad button) the file or folder that you want to copy. A pop-up menu opens on the desktop.
- 3** Click **Copy** on the pop-up menu.
- 4** Open the destination folder.
- 5** With the pointer inside the destination folder, right-click.
- 6** Click **Paste**. A copy of the file or folder appears in the new location.



To move a file or folder to another folder:

- 1** Locate the file or folder you want to move. For more information, see “Viewing drives” on page 49 and “Searching for files” on page 57.
- 2** Right-click (press the right mouse or touchpad button) the file or folder that you want to move. A pop-up menu opens on the desktop.
- 3** Click **Cut** on the pop-up menu.
- 4** Open the destination folder.
- 5** With the pointer inside the destination folder, right-click.
- 6** Click **Paste**. The file or folder you moved appears in its new location and is removed from its old location.



Help and Support



For more information about moving files and folders in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **copying files and folders** or **moving files and folders** in the HelpSpot **Search** box

Search , then click the arrow.

Deleting files and folders

When you throw away paper files and folders, you take them from the file cabinet and put them in a trash can. Eventually the trash can is emptied.

In Windows, you throw away files and folders by first moving them to the Windows trash can, called the *Recycle Bin*, where they remain until you decide to empty the bin.

You can recover any file in the Recycle Bin as long as the bin has not been emptied.



To delete files or folders:

- 1 In My Computer or Windows Explorer, click the files or folders that you want to delete. For instructions on how to select multiple files and folders, see “Shortcuts” on page 66.

If you cannot find the file you want to delete, see “Searching for files” on page 57.


- 2 Click **File**, then click **Delete**. Windows moves the files and folders to the Recycle Bin.



Help and Support



For more information about deleting files and folders in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **deleting files and folders** in the HelpSpot **Search** box , then click the arrow.




To recover files or folders from the Recycle Bin:

- 1 Double-click the **Recycle Bin** icon. The *Recycle Bin* window opens and lists the files and folders you have thrown away since you last emptied it.
- 2 Click the files or folders that you want to restore. For instructions on how to select multiple files and folders, see “Shortcuts” on page 66.
- 3 Click **File**, then click **Restore**. Windows returns the deleted files or folders to their original locations.



Help and Support

For more information about recovering files and folders from the Recycle Bin in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **Recycle Bin** in the HelpSpot **Search** box , then click the arrow.

**To empty the Recycle Bin:****Caution**

Emptying the Recycle Bin permanently erases any files or folders in the bin. These files cannot be restored.

- 1** Double-click the **Recycle Bin** icon on the desktop. The *Recycle Bin* window opens.
- 2** Click **File**, then click **Empty Recycle Bin**. Windows asks you if you are sure that you want to empty the bin.
- 3** Click **Yes**. Windows permanently deletes all files in the Recycle Bin.

**Help and Support**

For more information about emptying the Recycle Bin in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **emptying Recycle Bin** in the HelpSpot **Search** box , then click the arrow.

Browsing for files and folders

A file or folder that you need is rarely right on top of your Windows desktop. It is usually on a drive inside a folder that may be inside yet another folder, and so on.

Windows drives, folders, and files are organized in the same way as a real file cabinet in that they may have many levels (usually many more levels than a file cabinet, in fact). So you usually will have to search through levels of folders to find the file or folder that you need. This is called *browsing*.



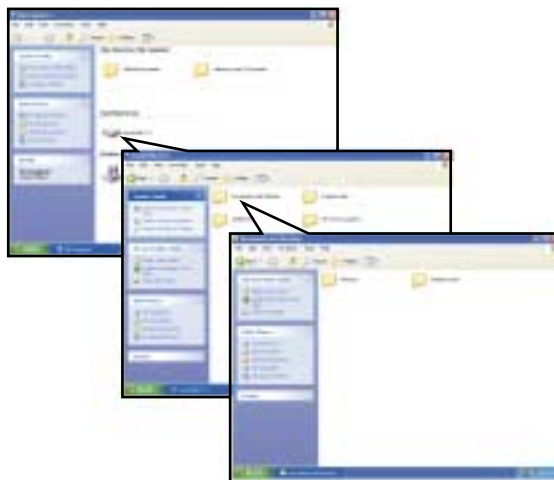
To browse for a file:

- 1 In Windows XP, click **Start**, then click **My Computer**. The *My Computer* window opens.

- OR -

In Windows 2000, double-click the **My Computer** icon on the desktop. The *My Computer* window opens.

- 2 Double-click the drive or folder that you think contains the file or folder that you want to find. If you do not see the contents of the drive or folder, click **Show the contents of this drive** or **Show the contents of this folder**.



- 3 Continue double-clicking folders and their subfolders until you find the file or folder you want.



Help and Support



For more information about browsing for files and folders in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **files and folders** in the HelpSpot

Search box , then click the arrow.

Searching for files

If you are looking for a particular file or folder or a set of files or folders that have characteristics in common, but you do not remember where they are stored on your hard drive, you can use the Search utility to search by:

- Name or part of a name
- Creation date
- Modification date
- File type
- Text contained in the file
- Time period in which it was created or modified

You can also combine search criteria to refine searches.

Files and folders found using this utility can be opened, copied, cut, renamed, or deleted directly from the list in the results window.

Using the Search utility

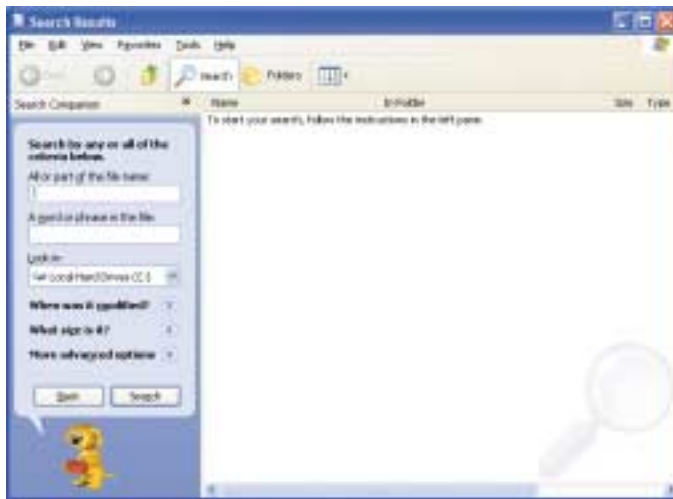


To find files and folders using the Search utility:

1 In Windows XP, click **Start**, then click **Search**. The *Search Results* window opens. Click **All files and folders**.

- OR -

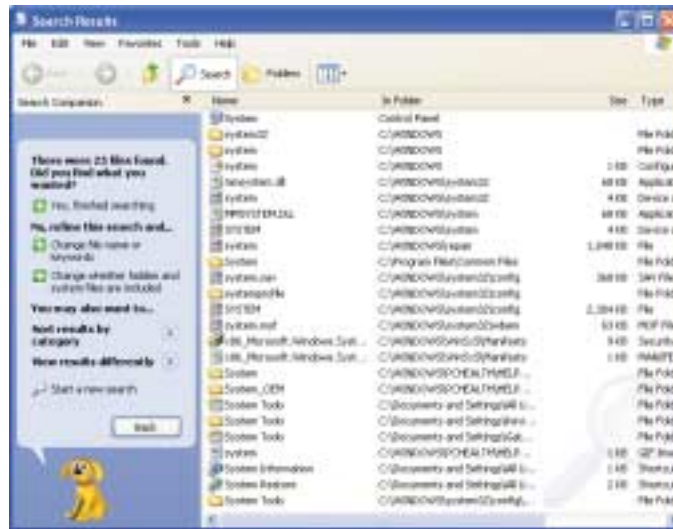
In Windows 2000, click **Start**, **Search**, then click **For Files or Folders**. The *Search Results* window opens.



2 If you want to search by file or folder name, type in all or part of the file or folder name in the name box in the left pane of the window.

- If you type all of the name, Search will list all files and folders of that name.
- If you type part of the name, Search will list all of the file and folder names containing the letters you typed.

- 3** Click **Search** or **Search Now**. When the search is completed, Windows lists the files and folders whose names contain the text that you searched for.





- 4** Open a file, folder, or program by double-clicking the name in the list.



Help and Support



For more information about searching for files and folders in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **searching** in the HelpSpot **Search** box  , then click the arrow.

Using advanced search options

Search can find files meeting more criteria than file name. You can narrow your search by selecting the search options that you want. You can search by the:

- Date the file was created or modified.
- Size of the file.
- Type of file, such as a program or a text document.

Adding icons to the desktop

You may want to add an icon (shortcut) to the desktop for a program that you use frequently.



To add icons to the desktop:

- 1 Click **Start**, then click **All Programs**.
- 2 Right-click (click the right mouse or touchpad button) the program that you want to add to the desktop.
- 3 Click **Send To**, then click **Desktop (create shortcut)**. A shortcut icon for that program appears on the desktop.



Help and Support



For more information about desktop icons in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **desktop icons** in the HelpSpot **Search** box , then click the arrow.

Working with documents

Computer documents include word processing files, spreadsheet files, or other similar files. The basic methods of creating, saving, opening, and printing a document apply to most of these types of files.

The following examples show how to create, save, open, and print a document using Microsoft® Word. Similar procedures apply to other programs such as Microsoft Excel, Microsoft WordPad, and Microsoft Publisher.

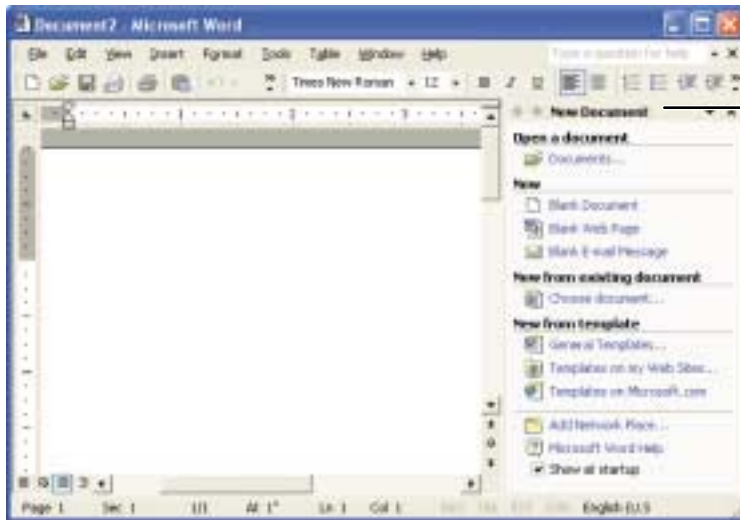
For more information about using a program, click **Help** on its menu bar.

Creating a new document



To create a new document:

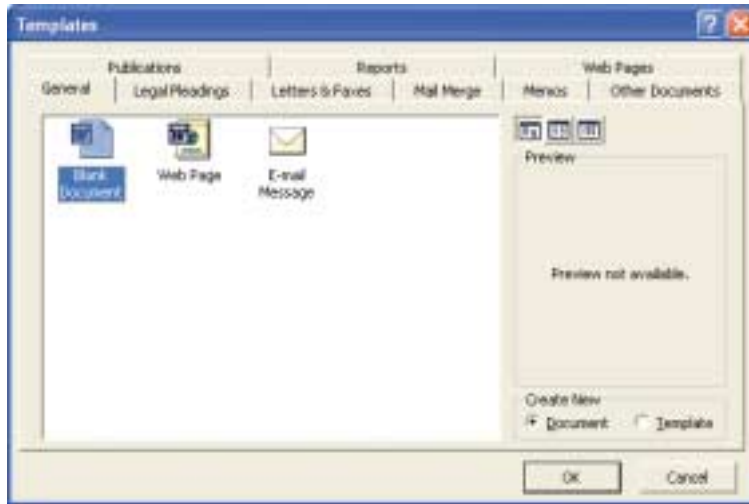
- 1 Click **Start**, **All Programs**, then click **Microsoft Word**. Microsoft Word starts and a blank document opens.
- 2 If you do not see the *New Document* pane, click **File**, then click **New**.



New Document
pane



- 3 Click **General Templates**. The *Templates* dialog box opens.



- 4 Click a tab for the type of document you want to create, click a document template style, then click **OK**. The document template opens.
- 5 Begin composing your document. Use the menus and toolbar buttons at the top of the window to format the document.



Help and Support



For more information about working with documents in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **documents** in the HelpSpot **Search** box

Search , then click the arrow.

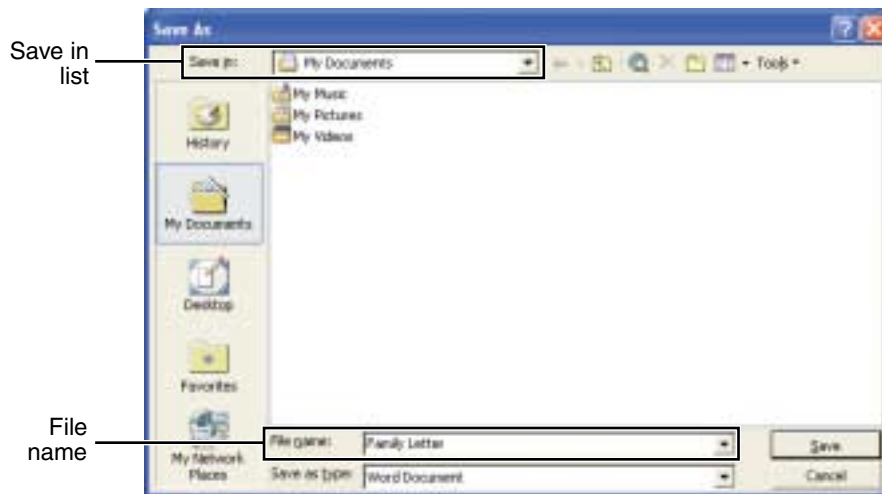
Saving a document

After you create a document, you need to save it if you want to use it later.



To save a document in Microsoft Word:

- 1 Click **File**, then click **Save**. The *Save As* dialog box opens.
- 2 Click the arrow button to open the **Save in** list, then click the drive or folder where you want to save the file. If you do not see the folder you want, browse through the folders listed below the **Save in** list.
- 3 Type a new file name in the **File name** box.



- 4 Click **Save**.



Help and Support



For more information about saving documents in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **saving** in the HelpSpot **Search** box

Search , then click the arrow.

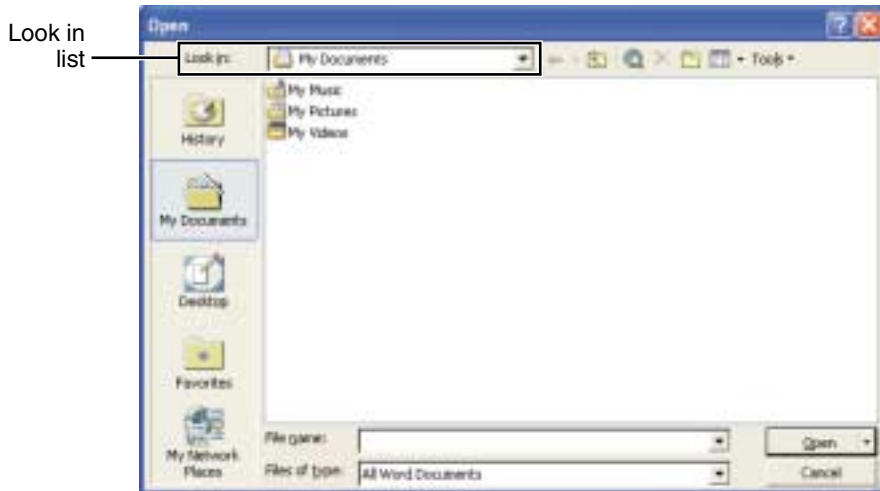
Opening a document

To view, revise, or print an existing document, first you need to open it. Open the document in the program that it was created in.



To open a document in Microsoft Word:

- 1 Click **Start**, **All Programs**, then click **Microsoft Word**. Microsoft Word starts and a blank document opens.
- 2 Click **File**, then click **Open**.
- 3 Click the arrow button to open the **Look in** list, then click the drive or folder that contains the file you want to open. If you do not see the folder you want, browse through the folders listed below the **Look in** list.




- 4 Double-click the document file name. The document opens.



Help and Support



For more information about opening documents in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **opening files** in the HelpSpot **Search** box , then click the arrow.

Printing a document

To print a document, you must have a printer connected to your computer or have access to a network printer. For more information about installing or using your printer, refer to the printer documentation.



To print a document in Microsoft Word:


- 1 Make sure that the printer is turned on and loaded with paper.
- 2 Start Microsoft Word and open a document.
- 3 Click **File**, then click **Print**. The *Print* dialog box opens.
- 4 Set the print options, then click **OK**. The document prints.



Help and Support



For more information about printing documents in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **printing** in the HelpSpot **Search** box
 Search , then click the arrow.

Shortcuts

The following table shows a few shortcuts that you can use in Windows and almost all programs that run in Windows. For more information on Windows shortcuts, see your Windows or program documentation.

To...	Do this...
Copy a file, folder, text, or graphic	Click the item, then press CTRL + C .
Cut a file, folder, text, or graphic	Click the item, then press CTRL + X .
Paste a file, folder, text, or graphic	Click inside the folder or window where you want to paste the object, then press CTRL + V .
Select multiple items in a list or in a window	Click the first item, press and hold down the CTRL key, then click each of the remaining items.
Select multiple adjacent items in a list or window	Click the first item in the list, press and hold down the SHIFT key, then click the last item in the list.
Permanently delete a file or folder	Click the file or folder, then press SHIFT + DELETE . The file is permanently deleted. The file or folder is not stored in the Recycle Bin.
Rename a file or folder	Click the file or folder, press F2 , type the new name, then press ENTER .
Close the active window or program	Press ALT + F4 .
Switch to a different file, folder, or running program	Press ALT + TAB .

Help and Support



For more information about Windows keyboard shortcuts in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **Windows keyboard shortcuts** in the HelpSpot **Search** box , then click the arrow.

Using the Internet 5

This chapter provides information about the Internet and the World Wide Web. Read this chapter to learn how to:

- Set up and access an Internet account using America Online®
- Connect to a Web site using a browser
- Download files from the Internet
- Send and receive e-mail using America Online



Learning about the Internet

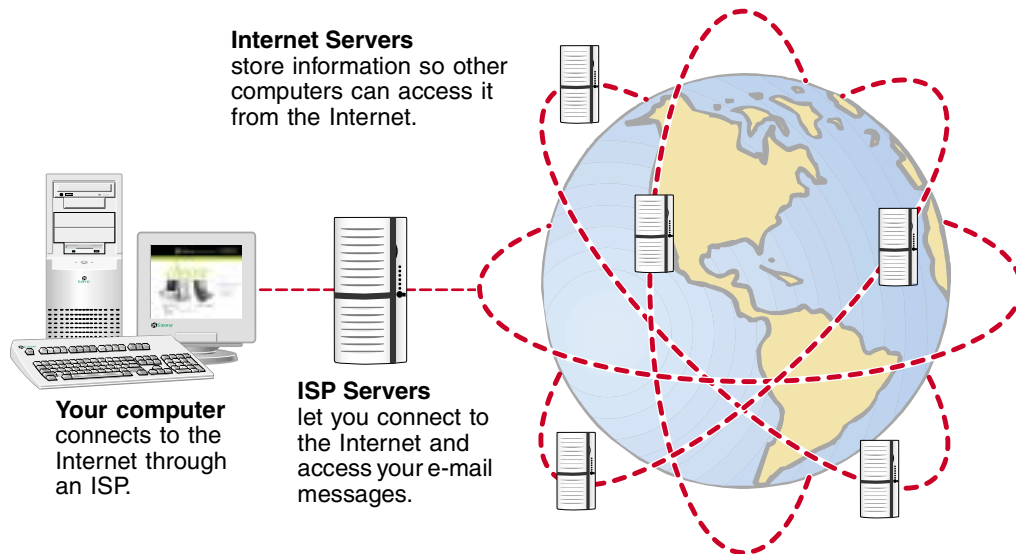
The *Internet* is a worldwide network of computers linked together to provide information to people everywhere. The two most popular services on the Internet are e-mail and the World Wide Web. You can access this network by connecting your computer to a telephone, DSL (Digital Subscriber Line), or cable line and signing up with an Internet Service Provider (ISP).

Cable and DSL modems, a connection known as broadband, use your TV cable or special telephone lines to connect to your ISP and access the Internet. Cable and DSL modems connect to your computer through an Ethernet jack and provide a faster connection speed than if you use a standard telephone modem.

Important



For the location of your modem and Ethernet jacks, see “Left side” on page 3.



If you want to access the Internet you need:

- A **modem** – a device that connects your computer to other computers or servers using a telephone, DSL, or cable line.
- An **Internet Service Provider** – a company that provides access to the Internet through an ISP server. When you connect to an ISP, the ISP server lets you access the Internet and your e-mail messages.
- A **Web browser** – a program that displays information from the World Wide Web.
- An **e-mail program** – a program that lets you create, send, and receive e-mail messages over the Internet.

Setting up an Internet account

Before you can view the information on the World Wide Web, you need to set up an Internet account with an Internet Service Provider (ISP). If you have chosen America Online as an ISP, follow these instructions to set up and connect to your account. To set up a different ISP service or to transfer an existing account to this computer, contact the ISP directly.

If you set up an account with America Online, an Internet e-mail address is created for you. After completing the setup, you are ready to access the Internet.



To set up an Internet account with America Online:

- 1 Click **Start**, **All Programs**, then click **America Online**.
- 2 Follow the on-screen instructions. After setting up your account, you can connect to the Internet and access your e-mail services.



Accessing your Internet account



To connect to your America Online Internet account:

- 1 Click **Start**, **All Programs**, then click **America Online**.
- 2 Complete the member name and password information, then click **Connect**. Your computer dials the Internet account telephone number. After connecting, the *Welcome* window opens.



If you are using a service other than America Online, check with your ISP for the correct procedure for connecting.



To disconnect from your America Online Internet account:

- Click **X** in the top-right corner of the America Online window. Your computer disconnects from the Internet.

Important



Make sure that your computer disconnects correctly from your Internet account. If you do not have an “unlimited hours” ISP account, you may have to pay for the time that you are connected, even if you are not at your computer.




If you are using a service other than America Online, check with your ISP for the correct procedure for disconnecting.

Help and Support



For general information about using Internet accounts in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **ISP** in the HelpSpot **Search** box
Search , then click the arrow.

Using the World Wide Web

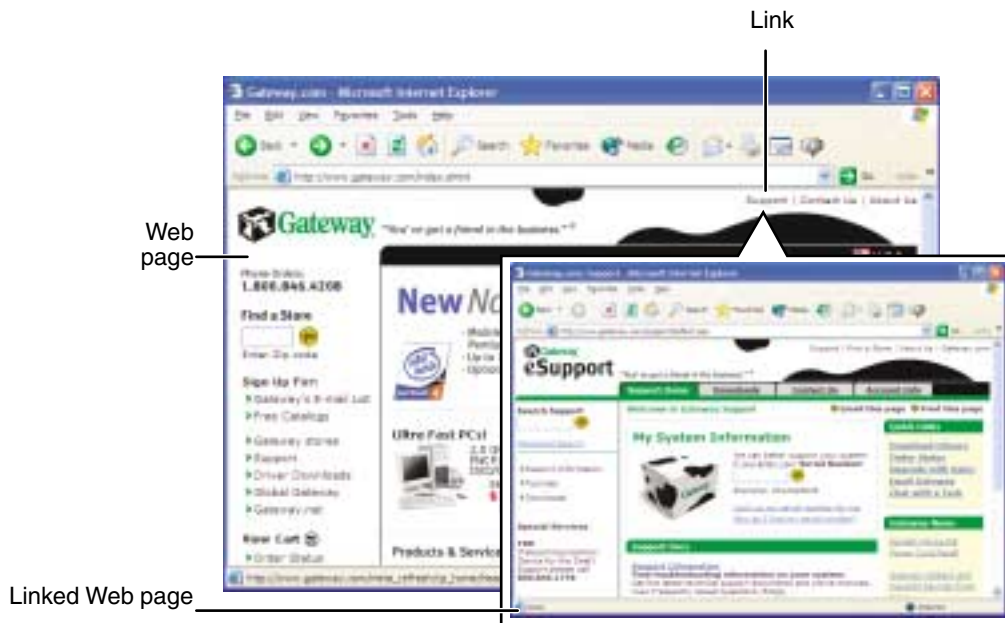
The World Wide Web is a multimedia window to the Internet that gives you access to millions of information sources.

Information on the Web comes to you on *Web pages*, which are electronic documents that you view using a Web page display program called a *browser*. You can use any of the commercially available Web browsers, like Microsoft Internet Explorer (which comes installed on your new computer), Netscape Navigator, or the browser built into America Online.

Web pages can contain text, animations, music, and other multimedia features. A group of related Web pages is called a *Web site*. You can access Web sites to shop, track investments, read the news, download programs, and much more.

You can explore a Web site or visit other Web sites by clicking areas on a Web page called *links* or *hyperlinks*. A link may be colored or underlined text, a picture, or an animated image. You can identify a link by moving the mouse pointer over it. If the pointer changes to a hand, the item is a link.

To learn more about using the Web browser features, click **Help** in the menu bar.



Connecting to a Web site

After you set up an account with an Internet Service Provider (ISP) such as America Online, you can access the many information sources on the World Wide Web.



To connect to a Web site:

- 1 Connect to your Internet account. After your computer connects, a default opening page or welcome screen opens.
- 2 To go to a different Web site, type the *address* (called a *URL* for “Universal Resource Locator”) in the browser address bar (for example www.gateway.com), then click **GO** on the browser address bar.



- OR -

On the current Web page, click a link to a Web site.

The Web browser locates the server computer on the Internet, *downloads* (transfers) data to your computer, and displays the page on the site that you requested.



Help and Support



For more information about connecting to a Web site in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **connecting to Web site** in the HelpSpot **Search** box , then click the arrow.

Sometimes Web pages display slowly. The speed that a Web page displays on your screen depends on the complexity of the Web page and other Internet conditions. Additionally, the speed of your connection will determine how fast Web pages display.

Downloading files

Downloading is the process of transferring files from a computer on the Internet to your computer.

To protect your computer against viruses, make sure that you scan the files you download. For more information, see “Protecting your computer from viruses” on page 226.



To download files or programs from a Web site:

- 1 Connect to your Internet account.
- 2 In the address bar, type the address of the Web site that contains the file or program you want to download, then click **GO** on the browser address bar.

- OR -

Click a link on a Web page to navigate to the Web site containing the file that you want to download.
- 3 Create or locate the folder where you want to store the file on your computer.
- 4 Click the link on the Web page for the file that you want to download.
- 5 Follow the on-screen instructions for saving the file in the folder that you want. A copy of the file is downloaded to your computer. The time that it takes to transfer the file to your computer depends on file size and Internet conditions.
- 6 Open the folder that you created.
- 7 Install or view the downloaded file by double-clicking it. If applicable, follow the instructions provided on the Web site to run or install the program.



Help and Support



For more information about downloading files in Windows XP, click **Start**, then click **Help and Support**.

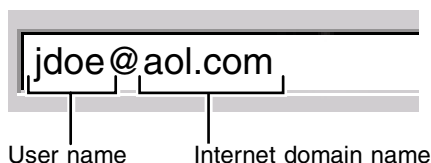
Type the keyword **downloading files** in the HelpSpot **Search** box , then click the arrow.

Using e-mail

E-mail (electronic mail) lets you send messages to anyone who has an Internet connection and e-mail address. E-mail is usually a free service of your Internet account.

The Internet never closes, so you can send e-mail messages at any time. Your e-mail messages arrive at most e-mail addresses in minutes.

An *e-mail address* consists of a user name, the @ symbol, and the Internet *domain name* of the Internet Service Provider (ISP) or company that “hosts” that user. Your e-mail address is assigned when you sign up for an account with an ISP. For example, a person with an account with America Online might have an e-mail address that is similar to this one:



Sending e-mail



To send e-mail using America Online:

- 1 Connect to your America Online account.
- 2 Click **Write**.
- 3 Type the e-mail address of the recipient you want to send e-mail to in the **Send To** box.
- 4 Type the subject of your e-mail in the **Subject** box.
- 5 Type the e-mail message.
- 6 When finished, click **Send Now**. Your e-mail is sent over the Internet to the e-mail address you specified.



Checking your e-mail



To check your e-mail using America Online:

- 1 Connect to your America Online account.
- 2 Click **Read**.
- 3 Double-click the message you want to read.




For more information about managing and organizing your e-mail messages, see the online help in your e-mail program.

Help and Support



For general information about using e-mail in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **e-mail** in the HelpSpot **Search** box
Search , then click the arrow.

Using Multimedia **6**

This chapter provides information on using the multimedia capabilities of your notebook. Read this chapter to learn how to:

- Use the diskette drive
- Use a CD or DVD drive
- Adjust the volume
- Play CDs and DVDs
- Record and play audio files
- Use Windows Media Player
- Use MusicMatch
- Use a recordable drive to create CDs



Using the diskette drive

The diskette drive uses 3.5-inch diskettes (sometimes called *floppy disks*). Diskettes are useful for storing files or transferring files to another computer.

Warning



Do not expose diskettes to water or magnetic fields. Exposure could damage the data on the diskette.



To use a diskette:

- 1 Insert the diskette into the diskette slot with the label facing up.
- 2 To access a file on the diskette in Windows XP, click **Start**, then click **My Computer**. Double-click the drive letter (for example, the A: drive), then double-click the file name.

- OR -

To access a file on the diskette in Windows 2000, double-click the **My Computer** icon, the drive letter (for example, the A: drive), then double-click the file name.

- 3 To remove the diskette, make sure that the diskette drive status indicator is off (see "Status indicators" on page 22), then press the diskette eject button.



Using the CD or DVD drive

You can use your computer to enjoy a wide variety of multimedia features, such as making recordings, listening to audio CDs, and watching DVD movies.

Identifying drive types

Your Gateway notebook contains one of the following drive types. Look on the front of the drive for one of the following logos:

CD drive



Use a CD drive for installing programs, playing audio CDs, and accessing data. You cannot use this drive to create CDs.

CD-RW drive



Use a CD-RW drive for installing programs, playing audio CDs, and accessing data. Use this drive for recording music and data to CD-R or CD-RW discs. You can only write to a CD-R disc once. You can write to and erase CD-RW discs multiple times. For more information, see "Using a recordable drive" on page 103.

DVD drive



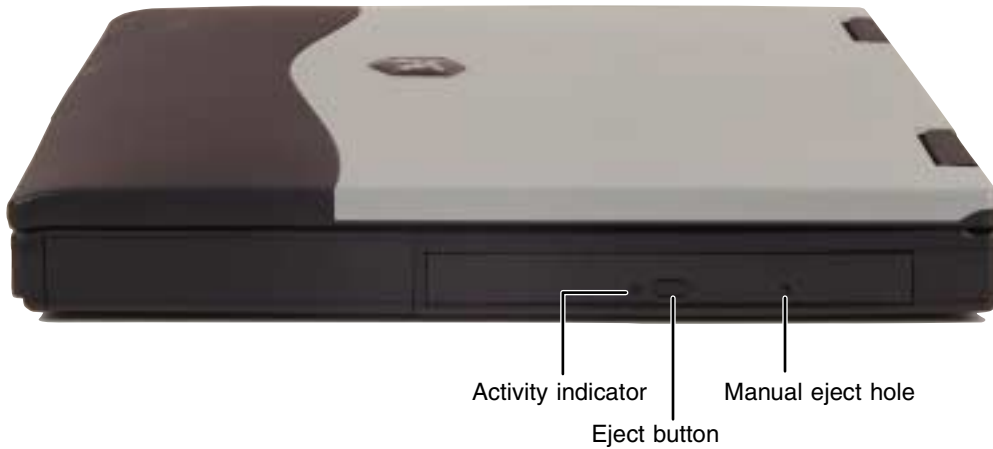
Use a DVD drive for installing programs, playing audio CDs and DVDs, and accessing data. You cannot use this drive to create CDs.

Combination
DVD/CD-RW drive



Use a combination DVD/CD-RW drive for installing programs, playing audio CDs and DVDs, and accessing data. Use this drive for recording music and data to CD-R or CD-RW discs. You can only write to a CD-R disc once. You can write to and erase CD-RW discs multiple times. For more information, see "Using a recordable drive" on page 103.

Inserting a CD or DVD



To insert a CD or DVD:

- 1 Press the eject button on the CD or DVD drive. After the tray opens slightly, pull the disc tray completely open.
- 2 Place the disc in the tray with the label facing up, then press down carefully on the disc until it snaps into place.

Important



When you place a single-sided disc in the tray, make sure that the label side is facing up. If the disc has two playable sides, place the disc so that the name of the side you want to play is facing up.

- 3 Push the tray in until it is closed.



Adjusting the volume

Adjusting the volume in Windows XP

You can use the volume controls to adjust the overall volume and the volume of specific sound devices in your computer.



To adjust the overall volume level using hardware controls:

- On the keyboard, press the volume system key combination (FN+ or FN+) to change the volume, or press the mute system key combination (FN+) to turn off all sound.



To adjust the overall volume level from Windows:

- 1 Click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Sounds, Speech, and Audio Devices**.
- 2 Click/Double-click the **Adjust the system volume** or **Sounds and Audio Devices**. The *Sounds and Audio Devices Properties* dialog box opens.



- 3 Click the **Volume** tab.



- 4 Drag the **Device Volume** slider to change the volume or click to select the **Mute** check box, then click **OK**.



Help and Support



For more information about adjusting volume in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **adjusting volume** in the HelpSpot **Search** box , then click the arrow.



To adjust specific volume levels:

- 1 Click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Sounds, Speech, and Audio Devices**.
- 2 Click/Double-click the **Adjust the system volume** or **Sounds and Audio Devices**. The *Sounds and Audio Devices Properties* dialog box opens.

- 3 Click the **Volume** tab.



- 4 Click **Advanced** in the **Device volume** area.



If the device you want to adjust does not appear in the window, click **Options, Properties**, the check box next to the audio device you want to adjust, then click **OK**.

- 5 Drag the volume level and balance sliders for the device you want to adjust. For more information about the volume controls, click **Help** in the window.
- 6 Click **X** in the top-right corner of the window to close it.






Adjusting the volume in Windows 2000

You can use the volume controls to adjust the overall volume and the volume of specific sound devices in your computer.




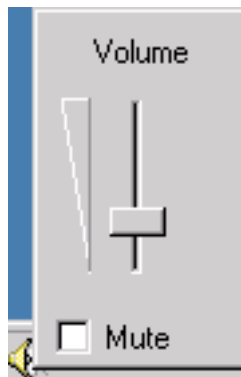
To adjust the overall volume level using hardware controls:

- On the keyboard, press the volume system key combination (FN+  or FN+ ) to change the volume, or press the mute system key combination (FN+ ) to turn off all sound.




To adjust the overall volume level from Windows:

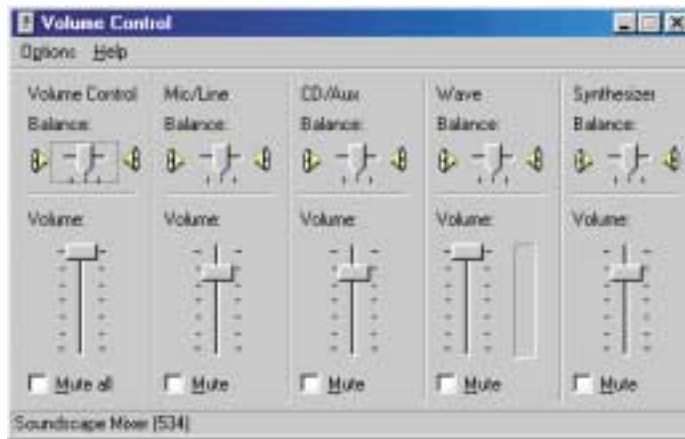
- Click the speaker icon  on the taskbar, then drag the slider to change the volume or click to select the **Mute** check box.





To adjust specific volume levels:

- 1 Double-click the speaker icon  on the taskbar. The *Volume Control* window opens.



If the device you want to adjust does not appear in the *Volume Control* window, click **Options**, **Properties**, the audio device you want to adjust, then click **OK**.

- 2 Drag the volume level and balance sliders for the device you want to adjust, then close the window. For more information about the volume controls, click **Help** in the *Volume Control* window.



Listening to CDs

You can use the CD or DVD drive on your notebook to listen to music CDs.

Listening to CDs in Windows XP

Use the Windows Media Player to listen to CDs in Windows XP. For more information about using the Windows Media Player, click **Help**. You can also use MusicMatch to listen to CDs. See “Using MusicMatch” on page 94 for more information.



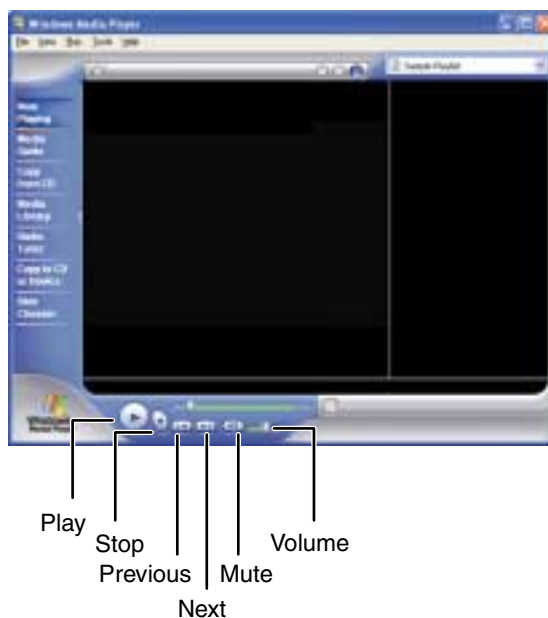
To play a CD:

- 1** Insert a CD into the CD or DVD drive.
- 2** If a dialog box opens with a list of CD players, click **Windows Media Player**. The Windows Media Player opens.

- OR -

If a dialog box does not open with a list of CD players, click **Start**, then click **Windows Media Player**. The Windows Media Player opens.

- 3 When the media player opens, click ► (play).



If you do not hear audio or you want to change the volume, see “Adjusting the volume” on page 81.



Help and Support



For more information about playing CDs in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **playing CDs** in the HelpSpot **Search** box , then click the arrow.

Listening to CDs in Windows 2000

Use the Windows CD Player to play an audio CD. You can also use MusicMatch to listen to CDs. See “Using MusicMatch” on page 94 for more information.

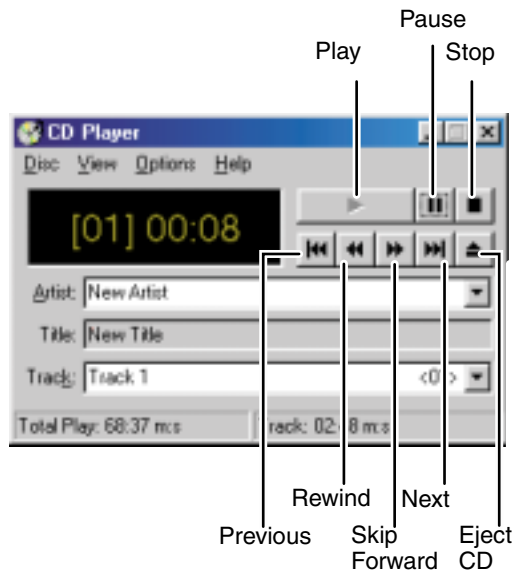


To play a CD:

- Insert a CD into the CD or DVD drive. The CD Player opens and the CD plays.

- OR -

If the CD does not start playing automatically, click **Start, Programs, Accessories, Entertainment**, then click **CD Player**. When the CD Player opens, click ► (play).



If you do not hear audio or you want to change the volume, see “Adjusting the volume in Windows 2000” on page 84.

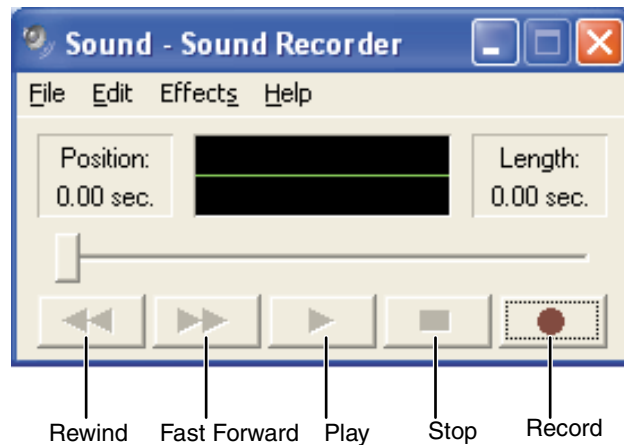


Recording and playing audio



To play a CD:

- 1 Plug a microphone into the Microphone jack on your computer. See “Left side” on page 3 for the location of the Microphone jack.
- 2 Click **Start**, **All Programs**, **Accessories**, **Entertainment**, then click **Sound Recorder**. The Sound Recorder opens.




- 3 Click ● (record), then speak into the microphone.
- 4 When you finish recording, click ■ (stop).
- 5 Click **File**, then click **Save As**. The *Save As* dialog box opens.
- 6 Name the recording, specify the location where you want to save the recording, then click **Save**. The recording is saved.



Help and Support



For more information about recording audio in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **recording audio** in the HelpSpot Search box Search , then click the arrow.



To play an audio recording in Sound Recorder:


- 1 Open the Sound Recorder.
- 2 Click **File**, then click **Open**. The *Open* dialog box opens.
- 3 Click the file you want to play, then click **Open**.
- 4 Play the file by clicking ► (play), then stop playing the file by clicking ■ (stop).



Help and Support



For more information about playing an audio recording in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **playing audio** in the HelpSpot **Search** box Search , then click the arrow.

Playing audio and video files with the Windows Media Player

The Windows Media Player can play several types of audio and video files, including WAV, MIDI, MP3, AU, AVI, and MPEG formats. For more information about using the Windows Media Player, click **Help**.



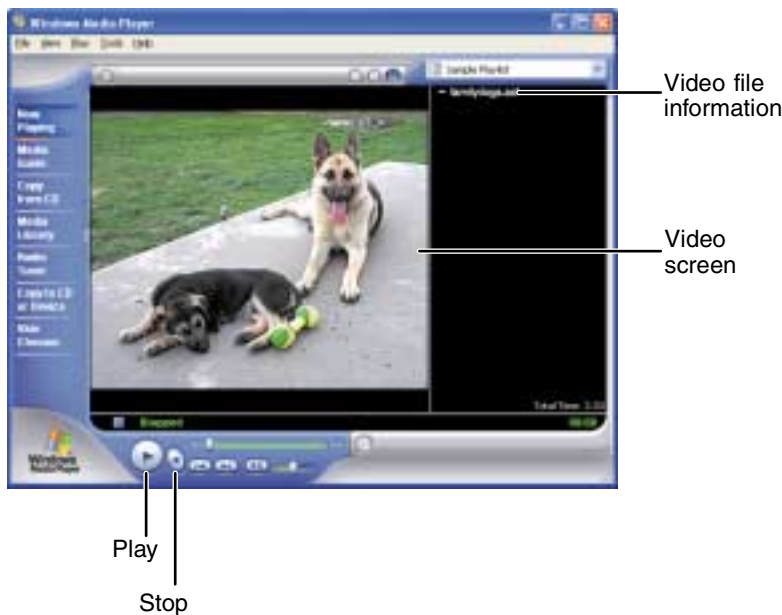
To play a file using the Windows Media Player:

1 In Windows XP, click **Start**, **All Programs**, then click **Windows Media Player**.

- OR -

In Windows 2000, click **Start**, **Programs**, **Accessories**, **Entertainment**, then click **Windows Media Player**.

The Windows Media Player opens.



- 2 Click **File**, then click **Open**. The *Open* dialog box opens.

Important



If the menu bar does not appear, click the show menu bar button.



- 3 Click the file you want to play, then click **Open**.
- 4 Play the file by clicking ► (play), then stop playing the file by clicking ■ (stop).



Help and Support



For more information about playing audio and video using the Windows Media Player in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **Media Player** in the HelpSpot **Search** box , then click the arrow.

Playing a DVD

A Digital Versatile Disc (DVD) is similar to a standard CD but has greater data capacity. Because of this increased capacity, full-length movies, several albums of music, or several gigabytes of data can fit on a single disc. If your computer has a DVD drive or a combination DVD/CD-RW drive, you can play DVDs with the InterVideo DVD Player program or Windows Media Player. For more information about playing DVDs, click **Help** in the DVD player program.



To play a DVD:

- 1 Make sure that the speakers are turned on or headphones are plugged in and that the volume is turned up.
- 2 Turn off your screen saver and standby timers.

- 3** To play a DVD using InterVideo DVD, click **Start, All Programs, DVD**, then click **DVD Player**. The InterVideo DVD Player video screen and control panel open.

-OR-

To play a DVD using Windows Media Player in Windows XP, click **Start, All Programs**, then click **Windows Media Player**. The Windows Media Player opens.

- OR -

To play a DVD using Windows Media Player in Windows 2000, click **Start, Programs, Accessories, Entertainment**, then click **Windows Media Player**. The Windows Media Player opens.

Important



If the Intervideo DVD player is not on your Start menu, or if Windows Media Player cannot play a DVD, you will need to install the InterVideo DVD program. To install the InterVideo program, insert the InterVideo DVD Software disc into your DVD drive and follow the instructions printed on the disc.

- 4** Insert a DVD into the DVD drive, then click ► (play). The DVD plays.
- 5** To specifically control the DVD or adjust the volume, use the controls in the DVD player. For more information on using the DVD player, see its online help.



Help and Support



For more information about playing DVDs in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **playing DVDs** in the HelpSpot **Search** box Search , then click the arrow.

Using MusicMatch

Using MusicMatch™, you can:

- Play music CDs
- Create MP3 music files from your music CDs
- Edit music track information
- Use your music files to build a music library
- Listen to Internet Radio

For more information on using MusicMatch, see its online Help.

Playing CDs

You can use the MusicMatch program to play music CDs.



To play a music CD in Windows XP:

- 1 Insert the music CD into the CD or DVD drive on your computer. The first time you insert an audio CD, the *Audio CD* dialog box opens.



- 2 Click **Play Audio CD using MUSICMATCH Jukebox**, then click **OK**. MusicMatch opens, the CD begins playing, and the names of the music tracks appear in the playlist area.



To play a music CD in Windows 2000:

- 1 Double-click the **musicmatch JUKEBOX** icon on your desktop. MusicMatch opens.
- 2 Insert the music CD into the CD or DVD drive on your computer, then click the **CD** tab in the *MusicMatch* window. The names of the music tracks appear in the playlist area.



- 3 Click ► (play).



Creating MP3 music files

Using MusicMatch, you can copy the tracks from a music CD to your computer's hard drive as MP3 files. *MP3* (MPEG Layer 3) is a standard for digitally compressing high-fidelity music into compact files without noticeably sacrificing quality. MP3 files end in the file extension **.mp3**.



To create (rip) MP3 files:

- 1 Insert a music CD into your CD or DVD drive.
- 2 If an *Audio CD* dialog box opens, click **Play Audio CD using MUSICMATCH Jukebox**, then click **OK**. The *MusicMatch* window opens.

- OR -

If a dialog box does not open, click **Start, All Programs, MusicMatch**, then click **MusicMatch Jukebox**. The *MusicMatch* window opens.



Record

- 3 Click the record button. The *Recorder* window opens.



- 4 By default all tracks in the track list are selected. Clear the checkbox of any audio track you do not want to record (rip).
- 5 Click **REC**.
- 6 When a message appears that tells you the CD drive needs to be configured, click **OK**.



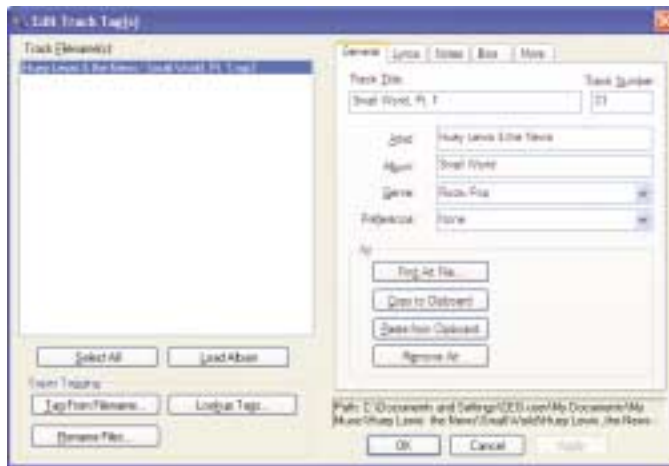
Editing track information

After you add a CD track as an MP3 file to your music library, you can edit the track's information.



To edit track information:

- 1 In MusicMatch, click **My Library**. The library window opens.
- 2 In the library window, right-click the file, then click **Edit Track Tag(s)**. The *Edit Track Tag* dialog box opens.



- 3 Enter information such as track title, lead artist, album, and genre.
- 4 Click **OK**. The new track information appears in the MusicMatch playlist, music library, and recorder.



Building a music library

Use MusicMatch to build a music library. You can organize your music tracks by categories, find a track quickly by using the sort features, and add information to a music file.

You can add music tracks to your music library by:

- **Creating MP3 files** – When you create MP3 files from the tracks on your music CD, MusicMatch automatically adds these files to your music library.
- **Dragging and Dropping** – Drag and drop files from Windows Explorer or your desktop to the music library.
- **Downloading files from the Internet** – When you are connected to the Internet, MP3 files that you download are automatically added to your music library.

Changing the music library display settings



To change the music library display settings:

- 1 In MusicMatch, click **Options**, then click **Settings**. The *Settings* window opens.
- 2 Click the **Music Library** tab.



- 3 Click the categories that you want to display in the columns, then click **OK**.



Listening to Internet radio

Use the Radio feature in MusicMatch to listen to Internet Radio stations.



To listen to an Internet radio station:

- 1 Connect to the Internet, then open MusicMatch.



- 2 Click **Radio Stations**. The *Radio* window opens.



- 3 To select one of the MusicMatch Internet radio stations, click one of the Popular Stations. MusicMatch connects to the station and plays the audio.

- OR -


To play another Internet radio station, click **Broadcast Stations**, the appropriate category in the *Station Selector*, the radio station, then click **Play**. MusicMatch connects to the station and plays the audio.



Help and Support



For more information about listening to the radio in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **listening to the radio** in the HelpSpot **Search** box Search , then click the arrow.

Using advanced features

You can also use MusicMatch to create your own music CDs and to download MP3 files to your portable MP3 player. For more information, see the MusicMatch online Help.

Using a recordable drive

You can use your CD-RW or combination DVD/CD-RW drive to create CDs.

Creating data CDs

Use Roxio Easy CD Creator to create data CDs. Data CDs are ideal for backing up important files such as tax records, letters, MP3 files, or photos.

Important



You must have a CD-RW or combination DVD/CD-RW drive in your notebook to create a CD. To determine the type of drive in your notebook, examine the drive tray's plastic cover and compare the logo to those listed in "Identifying drive types" on page 79. To be able to create a CD, the imprint must say *Recordable* or *Rewritable*.

Important



We recommend that you do not use your notebook for other tasks while creating CDs.

Important



If you record copyrighted material on a CD, you need permission from the copyright owner. Otherwise, you may be violating copyright law and be subject to payment of damages and other remedies. If you are uncertain about your rights, contact your legal advisor.

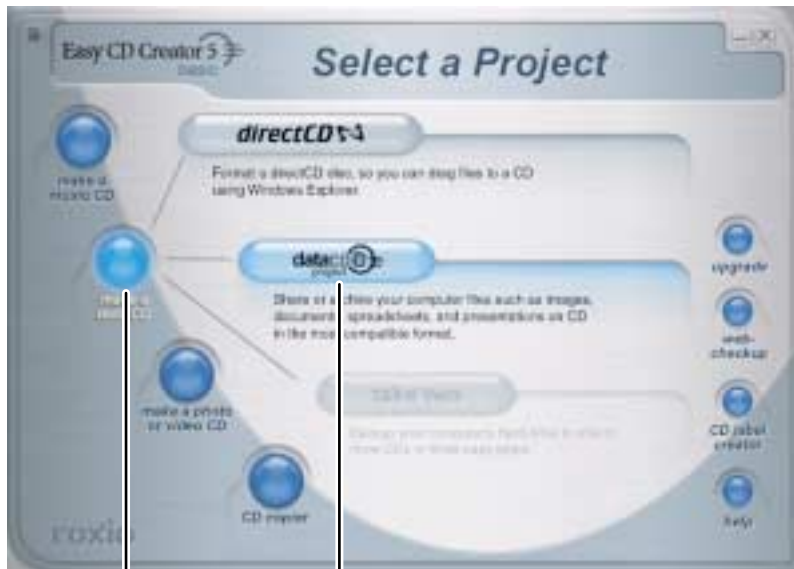


To create a data CD:

- 1 Insert a blank CD-R or CD-RW disc into your CD-RW or combination DVD/CD-RW drive.
- 2 If a *CD Drive* dialog box opens, click **Create a CD using Roxio Easy CD Creator**, then click **OK**. The *Project Selector* window opens.

- OR -

If a dialog box does not open, click **Start, All Programs, Roxio Easy CD Creator**, then click **Project Selector**. The *Project Selector* window opens.

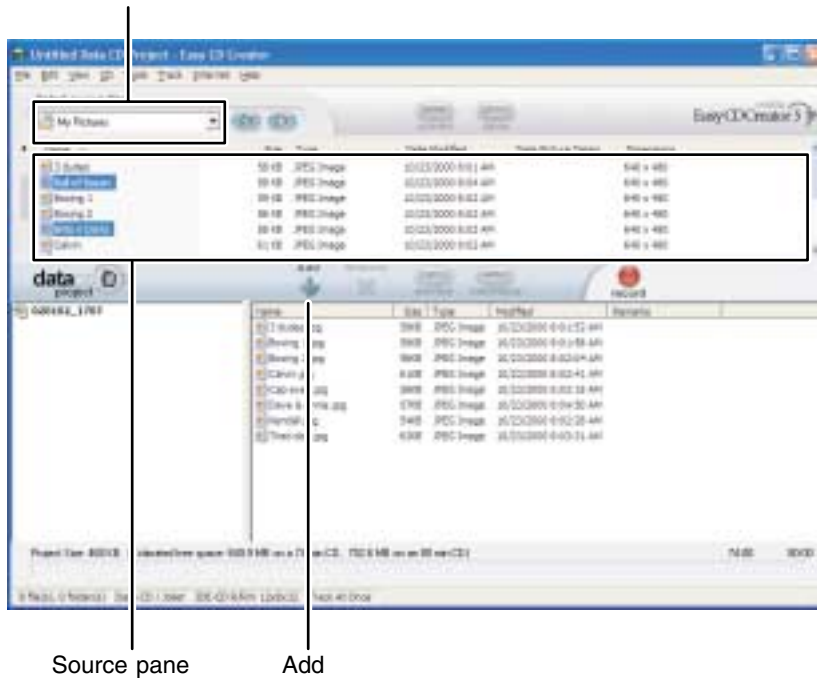


make a data CD

dataCD project

- 3 Move your pointer over **make a data CD**, then click **dataCD project**. The *Easy CD Creator* window opens.

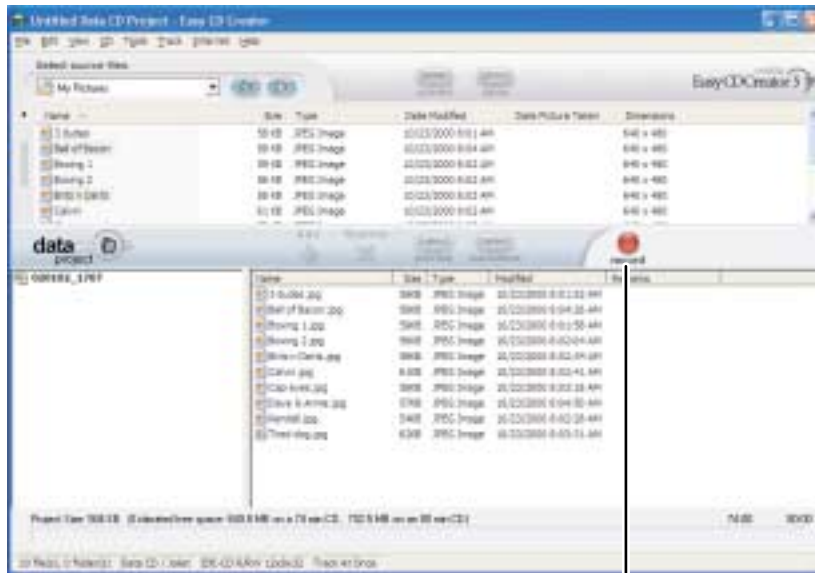
Select Source Files



- 4 Click the arrow button to open the **Select Source Files** list, then click the folder where your files are located. If you do not see the folder you want, browse through the folders in the *Source* pane.

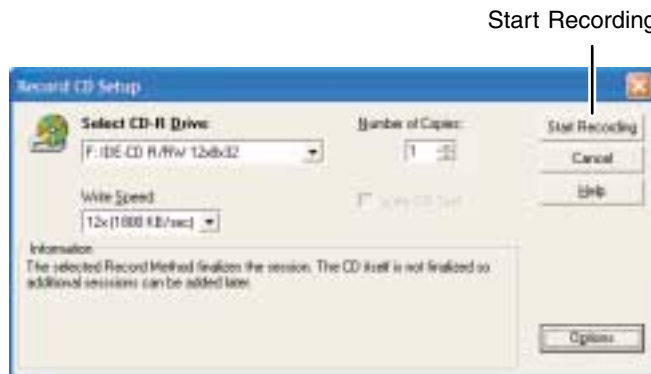


- 5 Click the file you want to record (hold down the CTRL or SHIFT key when you click to select multiple files) in the *Source* pane, then click **Add**.



record

- 6 After you have added all of your files, click **record**. The *Record CD Setup* dialog box opens.



Start Recording

- 7 Click **Start Recording**.



Creating music CDs

Use Roxio Easy CD Creator to create music CDs from other music CDs or MP3 files.

Important



You must have a CD-RW or combination DVD/CD-RW drive in your notebook to create a CD. To determine the type of drive in your notebook, examine the drive tray's plastic cover and compare the logo to those listed in "Identifying drive types" on page 79. To be able to create a CD, the imprint must say *Recordable* or *Rewritable*.

Important



We recommend that you do not use your notebook for other tasks while creating CDs.

Important



If you record copyrighted material on a CD, you need permission from the copyright owner. Otherwise, you may be violating copyright law and be subject to payment of damages and other remedies. If you are uncertain about your rights, contact your legal advisor.



To create music CDs:

- 1 Insert a blank CD-R or CD-RW disc into your CD-RW or combination DVD/CD-RW drive.

Tips & Tricks

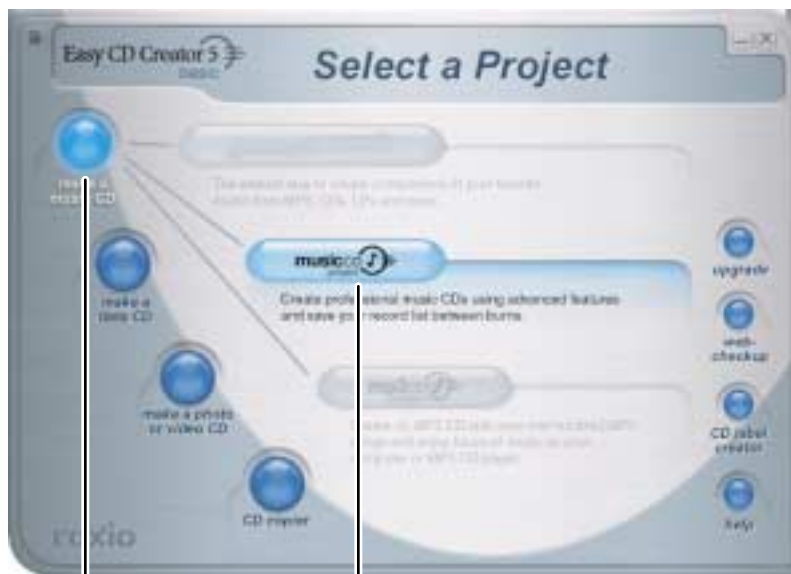


Most car stereos read CD-R discs, but do not read CD-RW discs.

- 2 If a *CD Drive* dialog box opens, click **Create a CD using Roxio Easy CD Creator**, then click **OK**. The *Project Selector* window opens.

- OR -

If a dialog box does not open, click **Start, All Programs, Roxio Easy CD Creator**, then click **Project Selector**. The *Project Selector* window opens.

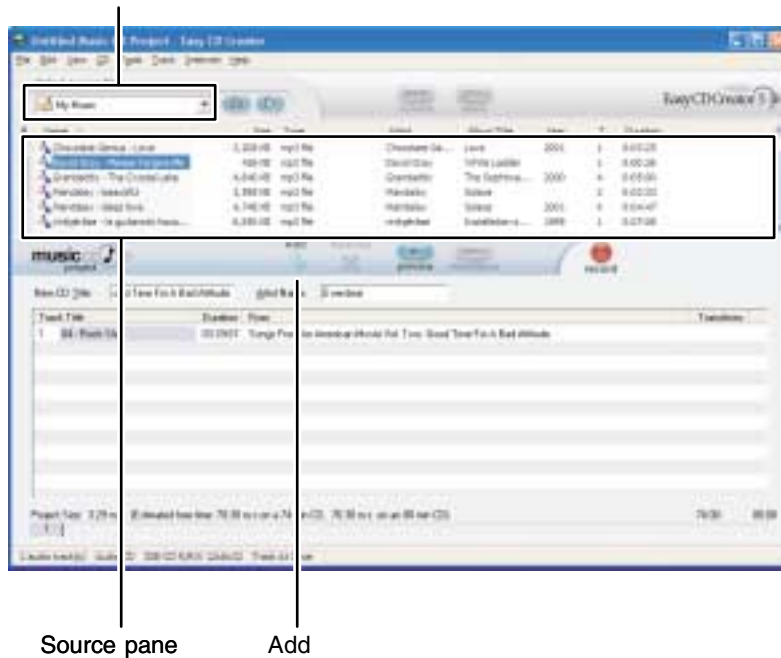


make a music CD

musicCD project

- 3** Move your pointer over **make a music CD**, then click **musicCD project**. The *Easy CD Creator* window opens.

Select Source Files



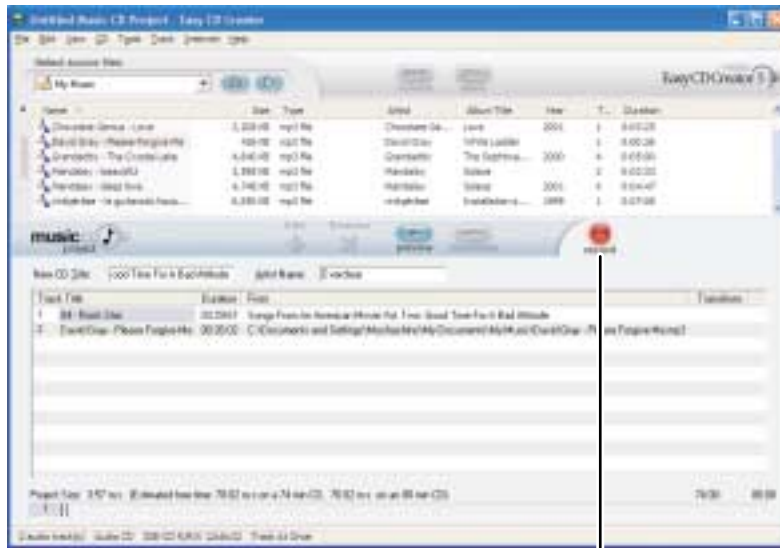
- 4** Click the arrow button to open the **Select Source Files** list, then click the folder where your files are located. If you do not see the folder you want, browse through the folders in the *Source* pane.
- 5** Click the file you want to record (hold down the **CTRL** or **SHIFT** key when you click to select multiple files) in the *Source* pane, then click **Add**.

Tips & Tricks



You can add any combination of music tracks or MP3 files to a music CD project. You can add up to 99 tracks and files, or up to 650 MB (74-minute CD) or 700 MB (80-minute CD) of tracks and files to a music CD project.





record

- 6 After you have added all of your tracks and files, click **record**. The *Record CD Setup* dialog box opens.

Start Recording



- 7 Click **Start Recording**. When the recording is complete, you may see a *Record Complete* dialog box. Select the appropriate option.



Copying CDs

CD Copier can make backup copies of almost any type of CD. You cannot copy DVDs.

Important



You must have a CD-RW or combination DVD/CD-RW drive in your notebook to create a CD. To determine the type of drive in your notebook, examine the drive tray's plastic cover and compare the logo to those listed in "Identifying drive types" on page 79. To be able to create a CD, the imprint must say *Recordable* or *Rewritable*.

Important



We recommend that you do not use your notebook for other tasks while creating CDs.

Important



If you record copyrighted material on a CD, you need permission from the copyright owner. Otherwise, you may be violating copyright law and be subject to payment of damages and other remedies. If you are uncertain about your rights, contact your legal advisor.

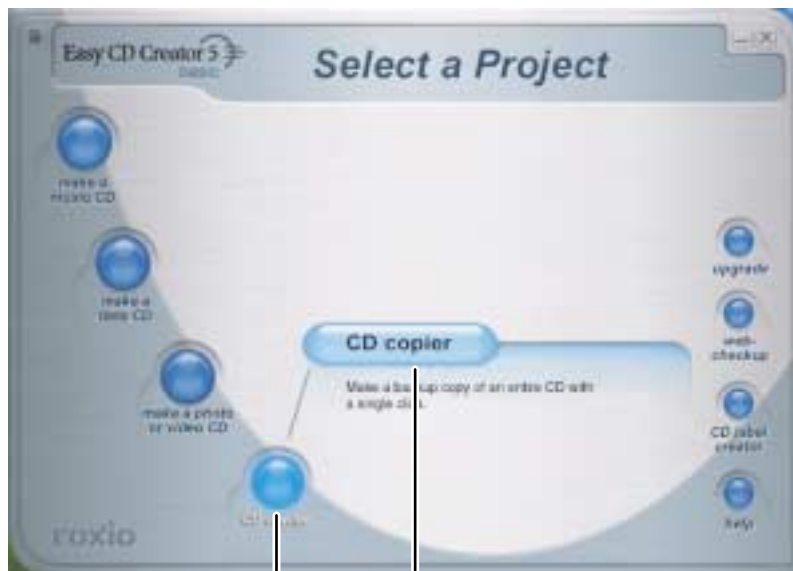


To copy a CD using one drive:

- 1 Insert the CD you want to copy into your recordable drive.
- 2 If a dialog box opens, click **Take no action**.
- 3 If a *CD Drive* dialog box opens, click **Create a CD using Roxio Easy CD Creator**, then click **OK**. The *Select a Project* window opens.

- OR -

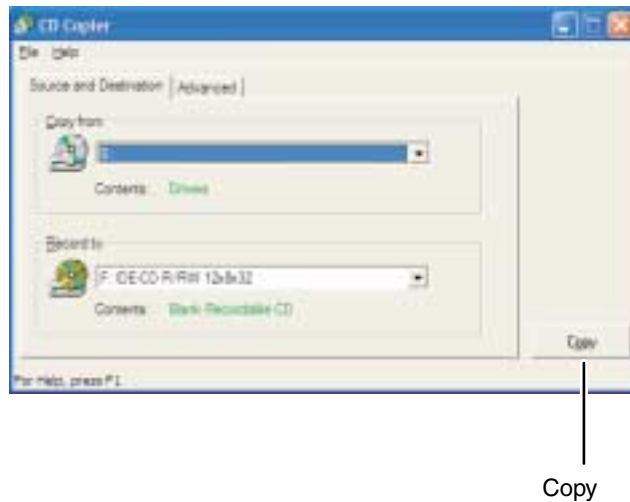
If a dialog box does not open, click **Start, All Programs, Roxio Easy CD Creator**, then click **Project Selector**. The *Select a Project* window opens.



CD copier

CD copier

- 4 Move your pointer over **CD copier**, then click **CD copier**. The *CD Copier* window opens.



- 5 On the **Source and Destination** tab, click the arrow button to open the **Copy from** list, then click the drive that contains the source CD.
- 6 Click the arrow button to open the **Record to** list, then click the drive that contains the **source** CD (this is your recordable drive).
- 7 Click **Copy**. CD Copier copies the source CD to your hard drive, prompts you to insert the blank CD, then copies from the hard drive to the blank CD.



Sending and Receiving Faxes

7

Microsoft Fax lets you send and receive faxes using the modem. Read this chapter to learn how to:

- Install and configure Fax
- Create and send a new fax
- Set up a fax cover page template
- Fax a document you scanned or created in another program
- Receive, view, and print a fax



Important




Your modem cable must be installed before you can send and receive faxes. You cannot use your standard telephone modem to connect to the Internet while sending and receiving faxes.

Help and Support



For more information about sending and receiving faxes in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **Fax** in the HelpSpot **Search** box , then click the arrow.

Installing and configuring Fax

If you are using Windows XP, complete the following instructions for installing and configuring Fax. If you are using Windows 2000, go to “Configuring Fax in Windows 2000” on page 120.

Installing Fax in Windows XP

Microsoft Fax lets you send and receive faxes using your modem. When Windows XP was originally installed on your computer, Fax was not installed. You need to install Fax from your blue *Operating System* CD.



To install Fax:

- 1** Place the blue *Operating System* CD in your CD or DVD drive.
- 2** If the *Welcome to Microsoft Windows XP* dialog box opens, click **Install optional Windows components**. The Windows Components Wizard opens.

-OR-

If the *Welcome to Microsoft Windows XP* dialog box does not open, click **Start**, then click **Control Panel**. The *Control Panel* window opens. Click/double-click **Add and Remove Programs**. The *Add or Remove Programs* window opens. Click **Add/Remove Windows Components**. The Windows Components Wizard opens.

- 3** Click **Fax Services**, then click **Next**.
- 4** Click **Finish** to exit the Windows Components Wizard.

- 5** Click **Exit** to close the *Welcome to Microsoft Windows XP* dialog box or click **Close** to close the *Add or Remove Programs* window.



Configuring Fax in Windows XP

Before you send your first fax, you need to set up your user information. Your fax cover sheets and fax headers contain this information, some of which is required by law. The Fax Configuration Wizard opens the first time you try to send a fax.

Important



The first time you run the Fax Configuration Wizard, you may need to provide information in the *Location Information* and the *Phone and Modem Options* dialog boxes.



To configure Microsoft Fax:

- 1** Click **Start, All Programs, Accessories, Communications, Fax**, then click **Fax Console**. The Fax Configuration Wizard opens.



- 2 On the *Welcome to Fax Configuration Wizard* screen, click **Next**. The *Sender Information* screen opens.



The screenshot shows a window titled "Fax Configuration Wizard" with a sub-header "Sender Information". Below the sub-header is the instruction "Enter sender information that will appear on fax cover pages." The form contains several input fields: "Your full name:" with the value "John Doe", "Fax number:" with "999-999-9999", "E-mail address:" with "JDoe@aol.com", "Title:" with "Manager", "Company:" with "My Company", "Office location:" (empty), "Department:" (empty), "Home phone:" with "999-999-9999", "Work phone:" with "999-999-9999", "Address:" with "1234 My Street" and "My Town, MS 99999" on separate lines, and "Billing code:" (empty). At the bottom right are three buttons: "< Back", "Next >", and "Cancel".

- 3 Enter the information about yourself that you want to appear on your fax cover page, then click **Next**. The *Select Device for Sending or Receiving Faxes* screen opens.
- 4 Click the arrow to open the **Please select the fax device** list, then click the modem you are using to send and receive faxes.
- 5 If you want the modem to automatically answer the telephone in order to receive faxes, click the **Enable Receive** check box.
- 6 Click **Next**. The *Transmitting Subscriber Identification (TSID)* screen opens.

- 7** Enter the transmitting fax identifier information. This identifier information is required by law. You can enter up to 20 characters in the text box. We suggest using eight characters for your identifier name, followed by 12 characters for your telephone number. Click **Next**.

Important



Some fax machines cannot use special characters such as hyphens. We suggest using spaces instead of hyphens in telephone and fax numbers



- 8** If you set up your computer to receive faxes, enter the receiving fax identifier information, then click **Next**. This identifier information is required by law and can be the same identifier that you entered in the previous step. The *Routing Options* screen opens.
- 9** If you set up your computer to receive faxes, select a folder in which received faxes should be stored and a printer on which received faxes should be printed, then click **Next**. The *Configuration Summary* screen opens.
- 10** Click **Finish**.



Configuring Fax in Windows 2000

Before you send your first fax, you need to set up your user information. Your fax cover sheets and fax headers contain this information, some of which is required by law.



To configure Microsoft Fax:

- 1** Click **Start**, **Settings**, then click **Control Panel**. The *Control Panel* window opens.
- 2** Double-click the **Fax** icon. The *Fax Properties* dialog box opens.
- 3** Click the **User Information** tab.
- 4** Enter the information about yourself that you want to appear on the fax cover page.
- 5** Click the **Advanced Options** tab.
- 6** Click **Open Fax Service Management Console**. The *Fax Service Management* window opens.
- 7** Click **Devices** in the left column.
- 8** Double-click the name of your modem. The *Modem Properties* dialog box opens.
- 9** Click **Enable send**.
- 10** Enter the transmitting fax identifier information. This identifier information is required by law. You can enter up to 20 characters in the text box. We suggest using eight characters for your identifier name, followed by 12 characters for your telephone number.

Important



Some fax machines cannot use special characters such as hyphens. We suggest using spaces instead of hyphens in telephone and fax numbers

- 11** If you want to receive faxes, click **Enable receive**.

-OR-

If you do not want to receive faxes, go to Step 14.

- 12** Enter the receiving fax identifier information. This identifier information is required by law and can be the same identifier that you entered in Step 10.
- 13** Click the **Received Faxes** tab and select a folder in which received faxes should be stored.
- 14** Click **OK**.
- 15** Click the **X** in the top-right corner to close the *Fax Service Management* window.
- 16** Click **OK**.



Sending a simple fax

You can use the Send Fax Wizard to send a simple one-page fax to one or more recipients.



To send a simple fax:

- 1** In Windows XP, click **Start, All Programs, Accessories, Communications, Fax**, then click **Send a Fax**. The Send Fax Wizard opens.

- OR -

In Windows 2000, click **Start, Programs, Accessories, Communications, Fax**, then click **Send Cover Page Fax**. The Send Fax Wizard opens.
- 2** On the *Welcome to Fax Configuration Wizard* screen, click **Next**. The *Recipient Information* screen opens.
- 3** Enter the name and fax number of the recipient of your fax.
- 4** If you need to enter the area code for your recipient, click **Use dialing rules** to enter the full ten-digit fax number.



- 5 If you want to send your fax to more than one recipient, click **Add** and enter the name and fax number of the next recipient.

The screenshot shows the 'Send Fax Wizard' window, specifically the 'Recipient Information' step. The window has a title bar with the text 'Send Fax Wizard' and a close button. Below the title bar, the text 'Recipient Information' is displayed, followed by instructions: 'Enter the name and number of the person you want to send the fax to, or click Address Book to select a fax recipient.' There is a small icon of a fax machine in the top right corner. The form contains several fields: 'To:' with the text 'Bilby White', 'Location:' with a dropdown menu showing 'United States (1)', 'Fax number:' with a field containing '555' and another containing '555-1234', and a checkbox labeled 'Use dialing rules' which is checked, with a dropdown menu showing 'My Location'. There are buttons for 'Address Book...', 'Dialing rules...', 'Add', 'Remove', and 'OK'. Below these fields is a table with two columns: 'Recipient name' and 'Fax number'. The table contains two entries: 'May Sue Brown' with fax number '+1 (555) 455-5456' and 'Jim Bob Jones' with fax number '+1 (555) 455-5678'. At the bottom of the window are buttons for '< Back', 'Next >', and 'Cancel'.

Recipient name	Fax number
May Sue Brown	+1 (555) 455-5456
Jim Bob Jones	+1 (555) 455-5678

- 6 Click **Next** when you have entered all your recipients. The *Preparing the Cover Page* screen opens.
- 7 Click the arrow to open the **Cover page template**, then click the cover page template you want to use.
- 8 Type the subject text in the **Subject line** area.
- 9 Type the message text in the **Note** area, then click **Next**. The *Schedule* screen opens.
- 10 Select when you want to send the fax and a priority for the fax, then click **Next**. The *Completing the Send Fax Wizard* screen opens.
- 11 Click **Finish**.



Setting up your cover page template

You can create your own cover page template that you can use in place of the cover page templates that Microsoft Fax provides for you. To create a cover page template, you use the Fax Cover Page Editor. On this template, you insert information fields that automatically import values you enter in both the Send Fax Wizard and the Fax Configuration Wizard (Windows XP) or Fax Properties User Information tab (Windows 2000) when you send your fax.



To set up your fax cover page template:

- 1 In Windows XP, click **Start, All Programs, Accessories, Communications, Fax**, then click **Fax Cover Page Editor**. The Cover Page-Fax Cover Page Editor opens. If the *Cover Page Editor Tips* dialog box opens, click **OK**.
-OR-
In Windows 2000, click **Start, Settings**, then click **Control Panel**. The *Control Panel* window opens. Double-click the **Fax** icon. The *Fax Properties* dialog box opens. Click the **Cover Pages** tab. Click **New**. The Cover Page-Fax Cover Page Editor opens.
- 2 If you want to include fields that are imported from either the Send Fax Wizard or the Fax Configuration Wizard (such as To or From), add them to the page by using the **Insert** menu, then move them to the appropriate place on your template. You can also use the Insert menu to include information that is automatically calculated (such as number of pages or date and time sent).
- 3 If you want to include text that always appears on your cover page (such as a letterhead or address), draw a box using the text box tool, enter your text inside of it, then move it to the appropriate place on your template.
- 4 If you want to include a logo that appears on your cover page, copy it to the Windows clipboard, then paste it into the Cover Page Editor and move it to the appropriate place on your template.
- 5 To save your cover page template, click **File**, then click **Save As**. The *Save As* dialog box opens with your personal cover pages folder already in the **Save in** list.



- 6 Type the new cover page template name.
- 7 Click **Save**.



Faxing from programs



To fax a document directly from most programs:

- 1 Open your document in the program it was created in.
- 2 Click **File**, then click **Print**. The *Print* dialog box opens.
- 3 Select the **Fax** printer, then click **Print** or **OK**. The Send Fax Wizard opens.
- 4 Complete the wizard as instructed in “Sending a simple fax” on page 121.



Faxing a scanned document



To fax a document that you have scanned:

- 1 Scan the document using the program for your scanner.
- 2 With the scanned file open, click **File**, then click **Print**. The *Print* dialog box opens.
- 3 Select the **Fax** printer, then click **Print** or **OK**. The Send Fax Wizard opens.
- 4 Complete the wizard as instructed in “Sending a simple fax” on page 121.



Receiving and viewing a fax



To receive and view a fax in Windows XP:

- 1 Click **Start, All Programs, Accessories, Communications, Fax**, then click **Fax Console**. The Fax Console opens. When the Fax Console is open, it detects incoming faxes and stores them in the Inbox.
- 2 To view a fax, click **Inbox**, then double-click the fax you want to view. The fax viewer opens, where you can view and print the fax.



To receive and view a fax in Windows 2000:

- 1 Click **Start, Programs, Accessories, Communications, Fax**, then click **My Faxes**. The My Faxes folder opens.
- 2 To view a fax, double-click **Received Faxes**, then double-click the fax you want to view. The fax viewer opens, where you can view and print the fax.



Canceling a fax

You can cancel a fax that you have set up to send at a time in the future.



To cancel a fax that has not been sent in Windows XP:

- 1 If Fax is not open, click **Start, All Programs, Accessories, Communications, Fax**, then click **Fax Console**. The Fax Console opens.
- 2 To cancel a fax, click **Outbox**, then right-click the fax you want to cancel.
- 3 Click **Delete** to cancel the fax.
- 4 Click **Yes**.





To cancel a fax that has not been sent in Windows 2000:

- 1 If Fax is not open, click **Start, Programs, Accessories, Communications, Fax**, then click **Fax Queue**. The Fax Queue opens.
- 2 Right-click the fax you want to cancel.
- 3 Click **Cancel**.



Automatically retry sending a fax in Windows XP

You can set up Fax so that it continues to try sending your fax if the receiving fax machine is busy.

Important



Fax is automatically set up to retry three times at ten minute intervals.



To automatically retry sending a fax that failed to connect:

- 1 Click **Start**, then click **Control Panel**. The *Control Panel* window opens.

If your Control Panel is in Category View, click **Printers and Other Hardware**. Click **View installed printers or fax printers**. The *Printers and Faxes* window opens.

-OR-

If your Control Panel is in Classic View, double-click the **Printers and Faxes** icon. The *Printers and Faxes* window opens.
- 2 Right-click **Fax**, then click **Properties**. The *Fax Properties* dialog box opens.
- 3 Click the **Devices** tab, then click **Properties**. The *Modem* dialog box opens.

- 4 Specify the number of retries and the amount of time between retries.
- 5 Click **OK**.



Automatically cancelling a fax in Windows XP

If your computer tried to send a fax and failed to connect to a fax machine, you can automatically cancel a failed fax.



To automatically cancel a failed fax:

- 1 Click **Start**, then click **Control Panel**. The *Control Panel* window opens.

If your Control Panel is in Category View, click **Printers and Other Hardware**. Click **View installed printers or fax printers**. The *Printers and Faxes* window opens.

-OR-

If your Control Panel is in Classic View, double-click the **Printers and Faxes** icon. The *Printers and Faxes* window opens.

- 2 Right-click **Fax**, then click **Properties**. The *Fax Properties* dialog box opens.
- 3 Click the **Devices** tab, then click **Properties**. The *Modem* dialog box opens.
- 4 Click the **Cleanup** tab.
- 5 Click to check **Automatically delete failed faxes after** and specify the number of days.
- 6 Click **OK**.



Managing Power 8

While your notebook is running on battery power, you should manage power consumption to get the most use out of the battery. Read this chapter to learn how to:



- Check and recharge the battery
- Recalibrate the battery
- Change batteries
- Extend the life of the battery by conserving battery power and using alternate power sources
- Change power-saving settings



Monitoring the battery charge


Closely monitor the battery charge. When the battery charge gets low, change the battery or connect to AC power immediately to prevent losing any unsaved work.

Monitor the battery charge by:

- Double-clicking the power cord icon  or battery icon  in the taskbar. The *Power Meter* dialog box opens.

Important



If the power cord or battery icon does not appear on the taskbar, click the show hidden icons  button.

- Pressing FN+STATUS to view the Status display, which opens in the upper-left corner of the screen. The Status display shows the current power source, the battery charge, and the power management mode.
- Looking at the battery charge indicator:
 - LED green – battery is fully charged.
 - LED orange – battery is charging.
 - LED red – battery is low.
 - LED blinking and red – battery is very low.

Important




This LED only lights up when your notebook is plugged in. For the location of the battery charge indicator, see “Front” on page 2.

- Waiting for a Low Battery warning message to appear.


If your battery charge indicator displays what looks like an inaccurate charge, you may need to recalibrate the battery. For more information, see “Recalibrating the battery” on page 132.

Recharging the battery

The battery recharges while it is installed and your notebook is connected to AC power. While the battery is recharging, the battery charge indicator turns orange and the battery icon in the taskbar has a lightning bolt . For the location of the battery charge indicator, see “Front” on page 2.

Important



If the power cord or battery icon does not appear on the taskbar, click the show hidden icons  button.

Recalibrating the battery

If your notebook unexpectedly goes into Standby mode while you are using it but the battery charge is not low, you may need to recalibrate the battery.



To recalibrate the battery:

- 1 Connect the AC adapter, then turn on your notebook.
- 2 As soon as it starts and you see a startup screen, press **F2**. The BIOS Setup utility opens.
- 3 Open the **Power** menu.
- 4 Highlight **Battery Calibration**, then select **Enabled** by pressing the spacebar.
- 5 Open the **Exit** menu, then highlight **Exit Saving Changes** and press **ENTER**.
- 6 Select **Yes**, then press **ENTER**.

The battery recalibration process begins and a screen opens showing you the progress. The entire process will take several hours.

Important



Do not interrupt the battery recalibration process. If recalibration is interrupted, you must start the process over again.

When the recalibration has finished, the message “Press [Esc] key to exit” appears.

- 7 Press **ESC**. The battery charge indicator now displays an accurate battery charge. If the battery charge indicator does not show an accurate charge, contact Gateway Technical Support.



Changing batteries

If your notebook is plugged into an AC outlet, you can change the battery while your notebook is turned on. If your notebook is not plugged into an AC outlet, you must turn it off while changing the batteries.

Warning



Danger of explosion if battery is incorrectly replaced.

Replace only with the Gateway Solo 1450 Li-Ion or NiMH battery. Discard used batteries according to the manufacturer's instructions.

The battery used in this device may present a fire or chemical burn hazard if mishandled. Do not disassemble, heat above 212°F (100°C), or incinerate. Dispose of the used battery promptly. Keep away from children.



To replace the battery:

1 If your notebook is on and is plugged into an AC outlet, go to step 2.

-OR-

If your notebook is on and is not plugged into an AC outlet, save your work and turn off your notebook.

2 Close the LCD panel and turn your notebook over.



- 3 Slide the battery release latch and slide the battery out of the bay.



- 4 Slide a new battery into the bay until it snaps into place.



Extending battery life

Conserving battery power

While using the battery to power your notebook, conserve power by:

- Removing PC Cards when you do not need them. Many PC Cards use a small amount of power while inserted, even if they are not being used.
- Modifying the power management settings for maximum power savings. For more information, see “Changing power settings” on page 137.
- Closing the LCD panel to turn off the display while you are not using your notebook. The display stays off until you open the panel again.
- Using Hibernate mode for maximum power savings while your notebook is not in use. For more information, see “Activating and Using Hibernate Mode” on page 142.
- Using the CD or DVD drive only when necessary. This drive uses a large amount of power.
- Recharge the battery often, take an extra battery, and fully recharge the batteries before traveling. For more information, see “Recharging the battery” on page 131 and “Changing batteries” on page 133.

Using alternate power sources

To extend battery life, use alternate power sources whenever possible.

- If traveling internationally, take electrical adapters. Save the battery for times when you cannot use a power adapter. If you plan on taking your AC power adapter, also take a single-plug power surge protector.
- If you will have access to an EmPower™ in-flight power receptacle or an automobile cigarette lighter, use an airplane/automobile power adapter. Save the battery for times when you cannot use a power adapter.
- To find AC power outlets in airports, look for them next to support pillars, in large areas such as boarding gates, and under banks of telephones.

Changing power modes

You can use the following power modes to lengthen the life of your notebook's battery:

- *Standby* - while your notebook is in Standby, it switches to a low power state where devices, such as the display and drives, turn off.
- *Hibernate* - (also called *save to disk*) writes all current memory (RAM) information to the hard drive, then turns your notebook completely off. The next time you turn on your notebook, it reads the memory information from the hard drive and opens the programs and documents that were open when you activated Hibernate. For more information on using Hibernate mode, see “Activating and Using Hibernate Mode” on page 142.

Using power saving modes

Always save your work before using Standby mode. While in Standby, your computer reduces or turns off the power to most devices except memory. However, the information in memory is not saved to the hard drive. If power is interrupted, the information is lost.

When in Hibernate mode, your computer saves all memory information to the hard drive, then turns the power completely off.

If your computer is...	...and you want to...	...then
On	Enter Standby mode	Press FN+STANDBY .
On	Enter Hibernate mode (must be enabled)	In Windows XP, click Start , then click Turn Off Computer . Press and hold SHIFT , then click Hibernate . - OR - In Windows 2000, click Start , then click Shut Down . Click the arrow button to open the What do you want your computer to do list, then click Hibernate . Click OK .
In Standby or Hibernate mode	Exit Standby or Hibernate mode	Press the power button.

Changing power settings

You can change the function of the power button, Standby system key, and power-saving timers by changing power settings on your notebook.

You can customize power settings from the Windows Control Panel by selecting power schemes, setting power alarms, adjusting advanced power settings, and activating Hibernate mode.

Power schemes (groups of power settings) let you change power saving options such as when the display or hard drive is automatically turned off. You can select one of the defined power schemes or create a custom power scheme.

Alarms can alert you when the battery charge is low.

Advanced power settings let you assign different power saving modes to the power button and Standby system key. You can also select which power saving mode is activated when you close the LCD panel.

Changing the power scheme



To change the power scheme

- 1 In Windows XP, click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Performance and Maintenance**.

- OR -

In Windows 2000, click **Start**, **Settings**, then click **Control Panel**. The *Control Panel* window opens.



- 2 Click/Double-click the **Power Options** or **Power Management** icon. The *Power Options Properties* dialog box opens.



- 3 Click the arrow button to open the **Power Schemes** list, then click the power scheme you want.

- OR -

Set the timers, then save your custom power scheme by clicking **Save As** and typing a name for the scheme.


- 4 Click **OK**.



Help and Support



For more information about changing the power scheme in Windows XP, click **Start**, then click **Help and Support**.

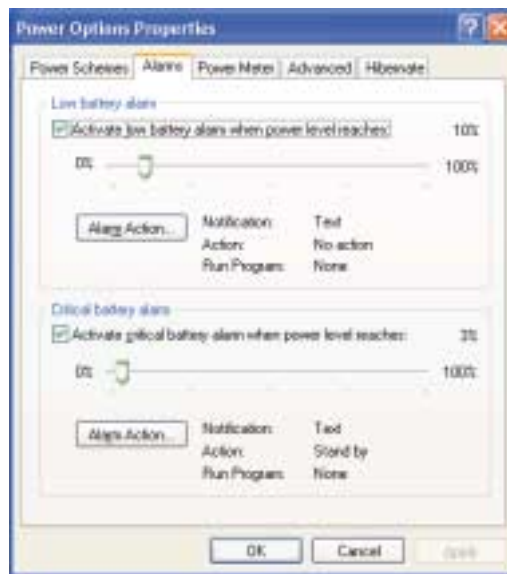
Type the keyword **power scheme** in the HelpSpot **Search** box Search , then click the arrow.

Changing alarm options



To change the alarm options:

- 1 In Windows XP, click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Performance and Maintenance**.
- OR -
In Windows 2000, click **Start**, **Settings**, then click **Control Panel**. The *Control Panel* window opens.
- 2 Click/Double-click the **Power Options** or **Power Management** icon. The *Power Options Properties* dialog box opens.
- 3 Click the **Alarms** tab.




- 4 Adjust the alarm settings.
- 5 Click **OK**.



Help and Support



For more information about changing the alarm options in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **alarm options** in the HelpSpot **Search** box , then click the arrow.

Changing advanced settings



To change advanced power management settings:

- 1 In Windows XP, click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Performance and Maintenance**.

- OR -

In Windows 2000, click **Start**, **Settings**, then click **Control Panel**. The *Control Panel* window opens.
- 2 Click/Double-click the **Power Options** or **Power Management** icon. The *Power Options Properties* dialog box opens.

- 3 Click the **Advanced** tab.




- 4 Click the arrow button to open a **Power buttons** list, then click the power setting mode you want to use.
- 5 Click **OK**.



Help and Support



For more information about changing the power management settings in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **power management** in the HelpSpot **Search** box , then click the arrow.

Activating and Using Hibernate Mode



To activate Hibernate mode:

- 1 In Windows XP, click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Performance and Maintenance**.

- OR -

In Windows 2000, click **Start**, **Settings**, then click **Control Panel**. The *Control Panel* window opens.

- 2 Click/Double-click the **Power Options** or **Power Management** icon. The *Power Options Properties* dialog box opens.
- 3 Click the **Hibernate** tab.



- 4 Click the **Enable hibernation** check box, then click **Apply**. Hibernate mode is now an option you can select on the *Advanced* tab in the *Power Options Properties* dialog box and in the *Turn Off Computer* dialog box.





To use Hibernate mode:

- As an automatic power savings mode:

Open the *Power Options* dialog box, then click the **Power Schemes** tab. Click the arrow button to open the **System hibernates** list, then click the time you want to use.

- OR -

Open the *Power Options* dialog box, then click the **Advanced** tab. Hibernate is now an option in the **Power buttons** lists.

- As a manually-selected power savings mode:

In Windows XP, click **Start**, then click **Turn Off Computer**. Press and hold **SHIFT**, then click **Hibernate**.

- OR -


In Windows 2000, click **Start**, then click **Shut Down**. Click the arrow button to open the **What do you want your computer to do** list, then click **Hibernate**. Click **OK**.



Help and Support



For more information about using Hibernate mode in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **hibernate** in the HelpSpot **Search** box
Search , then click the arrow.

Changing SpeedStep settings

The processor installed in your notebook may use Intel® SpeedStep™ technology to conserve battery power. A SpeedStep-equipped processor can change its operating speed according to the power source. Your notebook's default settings operate the processor at full speed while connected to AC power and at reduced speed (which uses less power) while using battery power. If you are using Windows XP, you change the Intel SpeedStep settings in the BIOS Setup utility. If you are using Windows 2000, you change the SpeedStep settings in Windows.



To change SpeedStep settings in Windows XP:

- 1 Turn on your notebook.
- 2 As soon as it starts and you see a startup screen, press F2. The BIOS Setup utility opens.
- 3 Open the **Power** menu.
- 4 Highlight **Power Management Control**, then change the value by pressing the + key.
- 5 Highlight **Power Savings**, then change the value by pressing the + key.
- 6 Open the **Exit** menu, then highlight **Exit Saving Changes** and press ENTER.
- 7 Select **Yes**, then press ENTER.



To change SpeedStep settings in Windows 2000:

- 1 Click **Start**, **Settings**, then click **Control Panel**. The *Control Panel* window opens.
- 2 Double-click the **Power Options** or **Power Management** icon. The *Power Options Properties* dialog box opens.

- 3 Click the **Intel SpeedStep technology** tab.



- 4 Change any of the following settings:

- To run the processor at full speed regardless of the power source, click the processor button to open the **Running on batteries** list, then click **Maximum Performance**.
- To run the processor at reduced speed (using less power) regardless of the power source, click the arrow button to open the **Plugged in** list, then click **Battery Optimized Performance**.
- To turn off the SpeedStep technology control, click the **Advanced** tab, click the **Disable Intel SpeedStep technology control** check box, then click **Apply**.
- To remove the SpeedStep icon from the taskbar, click the **Advanced** tab, click the **Remove icon from taskbar** check box, then click **Apply**.

- 5 Click **OK**.



Travel Tips 9

These tips can make traveling with your notebook more convenient and trouble-free. Read this chapter to learn about:

- Using the modem
- Using your radio frequency wireless connections
- Transferring files
- Protecting your notebook from loss and theft
- Managing your notebook's power efficiently

Tips & Tricks



To access the contents of this guide while you are traveling, download an electronic copy from www.gateway.com/support/manlib/.



Modem

- Take a telephone cord to connect the modem to telephone jacks. If you are traveling internationally, take telephone jack adapters or an acoustic handset coupler.
- Take a telephone line protector.
- Take a telephone line tester to check for unsafe lines, especially if you are traveling internationally.
- Take remote access information with you so you can connect to your ISP while outside of your usual calling area. A list of country dialing codes may be especially useful if you are traveling internationally.

Radio frequency wireless connections

- Every country has different restrictions on the use of wireless devices. If your notebook is equipped with a wireless device, when traveling between countries check with the local radio approval authorities prior to your trip for any restrictions on the use of a wireless device in the destination country.
- If your notebook came equipped with an internal embedded wireless device, see “Safety, Regulatory, and Legal Information” on page 289 for general wireless regulatory guidelines.
- Wireless communication can interfere with equipment on commercial aircraft. Current aviation regulations require wireless devices to be turned off while traveling in an airplane. IEEE 802.11b (also known as wireless Ethernet or Wifi) and Bluetooth communication devices are examples of devices which use wireless to communicate. For instructions on how to turn off your wireless device, see “Turning your wireless Ethernet on or off in Windows XP” on page 194 and “Turning your wireless Ethernet on or off in Windows 2000” on page 210.

Files

- Copy your working files from your desktop computer to your notebook before you travel.
- If you need to access your desktop computer files from your notebook while traveling, set up the desktop computer for remote access. Contact your network administrator for more information about remote access.
- Take extra diskettes for transferring files between computers and backing up files.

Security

- Get a locking cable for your notebook so that you can attach a cable lock and leave your notebook in your hotel room while you are away.
- Always keep your notebook with you while waiting in airports, train stations, or bus terminals. Be ready to claim your notebook as soon as it passes through the x-ray machine in security checkpoints.
- Write down your notebook model number and serial number (see “Identifying your model” on page 10) in case of theft or loss, and keep the information in a safe place. Also, tape your business card or an address label to your notebook and accessories.
- Whoever sits next to you or behind you can see your notebook display. Avoid working with confidential files until you can be sure of privacy.
- Use a startup password to restrict access to your notebook.

Important



Use a password that you can remember, but that is difficult for someone else to guess. The password feature is very secure, with no easy way to recover a forgotten password. If you forget your password, you must return your notebook to Gateway for service. Call Gateway Technical Support for instructions.



To create a startup password:

- 1** Restart your notebook. As soon as you see a startup screen, press **F2**. The BIOS Setup utility opens.
- 2** Open the **Security** menu, highlight **Supervisor Password**, then press **ENTER** and follow the instructions. You must set the supervisor password in order to set the user (startup) password.
- 3** Highlight **User Password**, then press **ENTER** and follow the instructions. This is the password you need to enter at startup.
- 4** Highlight **Password on boot**, then press **ENTER**.
- 5** Highlight **Enabled**, then press **ENTER**.
- 6** To exit the BIOS Setup utility, open the **Exit** menu, then select **Exit Saving Changes**. When you start your computer, you are prompted to enter the user password you set in Step 3.



Power

- Take your AC power adapter to recharge the battery. If you are traveling internationally, take power plug adapters.
- To get the best performance from your notebook, avoid using the battery whenever possible, monitor the battery charge, and use the most efficient power management settings.
 - For information on conserving battery power, see “Conserving battery power” on page 135.
 - For information on using alternate power sources, see “Using alternate power sources” on page 135.
 - For information on monitoring the battery charge, see “Monitoring the battery charge” on page 130.

Customizing Your Notebook 10

This chapter provides information about customizing your computer by changing settings in Windows. Read this chapter to learn how to:

- Change screen and display settings
- Change the background and screen saver
- Adjust the touchpad settings
- Program the multi-function buttons on the keyboard
- Add, modify, and switch user accounts



Adjusting the screen and desktop settings

Adjusting the color depth and screen area are two of the most basic display settings you may need to change. You can also adjust settings such as the screen background and screen saver.

Adjusting the color depth

Color depth is the number of colors your screen displays. Various image types require various color depths for optimum appearance. For example, simple color drawings may appear adequately in 256 colors while color photographs need millions of colors to be displayed with optimum quality.

Windows lets you choose from several color depth settings. We recommend that the 32-bit True Color setting be used at all times.

If the color in your images seems “false” or “jumpy,” especially after you have played a game or run a video-intensive program, check the color depth setting and return it to 32-bit True Color, if necessary.



To change the color depth:

- 1** In Windows XP, click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Appearance and Themes**.

- OR -

In Windows 2000, click **Start**, **Settings**, then click **Control Panel**. The *Control Panel* window opens.
- 2** Click/Double-click the **Display** icon. The *Display Properties* dialog box opens.

- 3 Click the **Settings** tab.



- 4 Click the arrow button to open the **Color quality** or **Colors** list, then click the color depth you want.
- 5 To save your changes in Windows XP, click **OK**, then click **Yes**.

- OR -

To save your changes in Windows 2000, click **OK**, then click **OK** again.



Help and Support



For more information about adjusting display settings in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **changing display settings** in the HelpSpot **Search** box , then click the arrow.

Adjusting the screen resolution

You can increase the screen resolution to fit more icons on your desktop, or you can decrease the resolution to make reading the display easier. The higher the resolution, the smaller individual components of the screen (such as icons and menu bars) appear.



To adjust the screen resolution:

- 1 In Windows XP, click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Appearance and Themes**.

- OR -

In Windows 2000, click **Start**, **Settings**, then click **Control Panel**. The *Control Panel* window opens.
- 2 Click/Double-click the **Display** icon. The *Display Properties* dialog box opens.
- 3 Click the **Settings** tab.



4 Drag the **Screen resolution** or **Screen area** slider to the size you prefer.

5 To save your changes in Windows XP, click **OK**, then click **Yes**.

- OR -

To save your changes in Windows 2000, click **OK**, then click **OK** again.



Help and Support



For more information about adjusting screen resolution in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **changing screen resolution** in the HelpSpot **Search** box , then click the arrow.

Applying a color scheme

A color scheme is a set of colors that you can apply to your Windows environment. For example, you can change the appearance of such things as the desktop, windows, and dialog boxes. You can select an existing scheme or create your own.



To select a color scheme in Windows XP:

- 1 Click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Appearance and Themes**.
- 2 Click/Double-click the **Display** icon, then click the **Appearance** tab.



- 3 Click the arrow button to open the **Color Scheme** list, click the color scheme you want, then click **OK**.



Help and Support



For more information about changing color schemes in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **changing colors** in the HelpSpot **Search** box Search , then click the arrow.



To select a color scheme in Windows 2000:

- 1 Click **Start**, **Settings**, then click **Control Panel**. The *Control Panel* window opens.
- 2 Double-click the **Display** icon. The *Display Properties* window opens.
- 3 Click the **Appearance** tab.



- 4 If you want to apply one of Windows' color schemes, click the arrow button to open the **Scheme** list, click the scheme you want, then click **OK**. The new scheme appears on your desktop.

- OR -

If you want to create a new scheme:

- a Click the arrow button to open the **Item** list, then click the item you want to change.
- b Change the color or font settings for the item.
- c Click **Save As**, type a name for the new scheme, then click **OK**.
- d Click **OK** again. The new scheme appears on your desktop.



Changing the desktop background

In Windows XP, you can change the Windows desktop background picture. Windows provides several alternative backgrounds, or you can use pictures that you have created or retrieved from other sources.

In Windows 2000, you can change the Windows desktop background to either a picture or an HTML document. Windows provides several background pictures. You can also use pictures or HTML documents that you have created or retrieved from other sources.



To change the desktop background in Windows XP:

- 1 Click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Appearance and Themes**.
- 2 Click/Double-click the **Display** icon, then click the **Desktop** tab.



- 3 In the **Background** list, click a background picture.

- OR -

Select a background picture from another location by clicking **Browse**.

- 4 If you want the picture you chose to cover the entire screen, click the arrow button to open the **Position** list, then click **Stretch** or **Tile**.
- 5 If the picture you chose does not cover the entire screen and you did not choose to stretch or tile the image in Step 4, you can change the solid color behind the picture by clicking the arrow button to open the **Color** list, then clicking a color.
- 6 Click **OK**.



Help and Support



For more information about changing the desktop background in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **changing desktop background** in the HelpSpot **Search** box Search , then click the arrow.

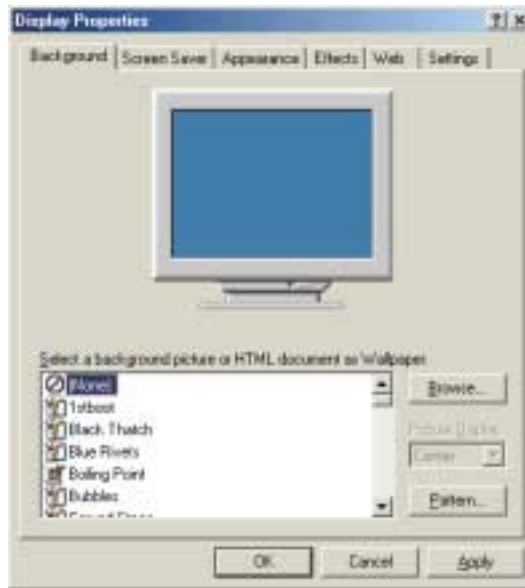


To change the desktop background in Windows 2000:

- 1 Click **Start**, **Settings**, then click **Control Panel**. The *Control Panel* window opens.
- 2 Double-click the **Display** icon. The *Display Properties* dialog box opens.



- 3 Click the **Background** tab.



- 4 Click a picture name on the **Select a background picture or HTML document as Wallpaper** list.

- OR -

Select a background picture from another location by clicking **Browse**.

- 5 If you want the picture you chose to cover the entire screen, click the arrow button to open the **Picture Display** list, then click **Tile**.

- 6 If the picture you chose does not cover the entire screen and you did not choose to tile the image in Step 5, you can change the solid color behind the picture by clicking **Pattern**, clicking a pattern on the **Pattern** list, then clicking **OK**.

- 7 Click **OK**.



Selecting a screen saver

You can use a screen saver to keep others from viewing your display while you are away from your computer. Windows supplies a variety of screen savers that you can choose from, and many more are available from the Internet and as commercial products.



To select a screen saver:

- 1 In Windows XP, click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Appearance and Themes**.
- OR -
In Windows 2000, click **Start**, **Settings**, then click **Control Panel**. The *Control Panel* window opens.
- 2 Click/Double-click the **Display** icon. The *Display Properties* dialog box opens.
- 3 Click the **Screen Saver** tab.




- 4 Click the arrow button to open the **Screen Saver** list, then click the screen saver you want. Windows previews the screen saver.
- 5 If you want to customize the screen saver, click **Settings**, then make your changes. If the Settings button is not available, you cannot customize the screen saver you selected.
- 6 In Windows XP, if you want to display the Welcome (Login) screen whenever you close the screen saver, click the **On resume, display Welcome screen** check box.
- 7 If you want to change the time before the screen saver is activated, click the up or down arrows next to the **Wait** box.
- 8 Click **OK**.



Help and Support



For more information about selecting a screen saver in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **screen savers** in the HelpSpot **Search** box , then click the arrow.

Changing the touchpad settings

You can adjust the double-click speed, pointer speed, left-hand or right-hand configuration, and other touchpad settings.



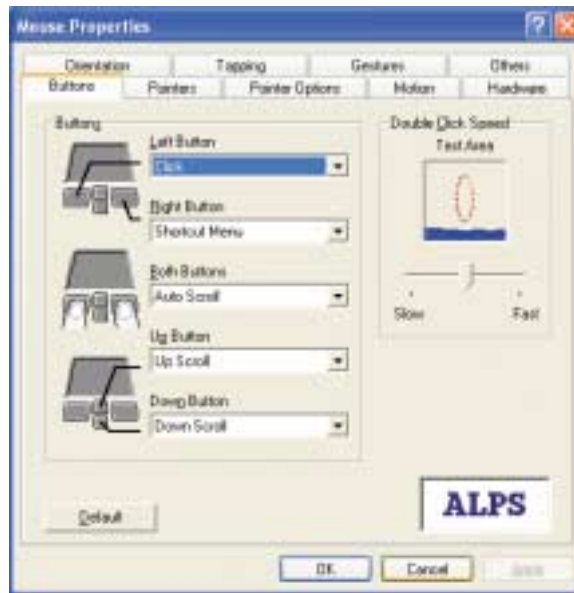
To change the touchpad settings:

- 1 In Windows XP, click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Printers and Other Hardware**.

- OR -

In Windows 2000, click **Start**, **Settings**, then click **Control Panel**. The *Control Panel* window opens.

- 2 Click/Double-click the **Mouse** icon. The *Mouse Properties* dialog box opens.



3 Click one of the tabs to change the touchpad settings:

- **Motion** lets you customize the speed the pointer moves across the screen and the use of autojump.
- **Orientation** lets you set the direction the pointer moves across the screen relative to the direction your finger moves across the touchpad.
- **Tapping** lets you customize the tap response and sensitivity of the touchpad.
- **Gestures** lets you assign specific actions to zones on the touchpad.
- **Others** lets you control sound feedback and other special features of the touchpad.

4 To assign a function to the rocker switch, click the **Buttons** tab. Click the arrow button to open the **Up Button** list, then click the action you want. Click the arrow button to open the **Down Button** list, then click the action you want.


5 Click **OK** to save changes.



Help and Support



For more information about changing touchpad settings in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **mouse settings** in the HelpSpot **Search** box , then click the arrow.

Programming the multi-function buttons

The Multi-function Keyboard Utility lets you change the actions of the multi-function buttons. For a description of the buttons, see “Multi-function buttons” on page 27.



To program the multi-function buttons:

- 1 In Windows XP, click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Switch to Classic View**.

- OR -

In Windows 2000, click **Start**, **Settings**, then click **Control Panel**. The *Control Panel* window opens.

- 2 Click/Double-click the **Multi-function Keyboard** icon. The *Gateway Multi-function Keyboard Utility* dialog box opens.



- 3 Click the tab corresponding to the multi-function button you want to program. To see which button each tab corresponds to, see “Multi-function buttons” on page 27.
- 4 Click a program in the list.
- OR -
Click **Browse** to select a program not in the list.
- 5 Click **OK** to change the function, then click **OK** again.



Adding and modifying user accounts

In Windows XP, you can create and customize a user account for each person who uses your computer. You can also *switch* (change) user accounts without turning off your computer.

User account tips

- If you want to create an account for someone, but you do not want that user to have full access to your computer, be sure to make that account *limited*. Remember that limited accounts may not be able to install some older programs.
- If a program or peripheral device is installed in one account, it may not be available in other accounts. If this happens, install the program or device in the accounts that need it.
- Files created in one account are not accessible from other accounts unless the files are stored in the *Shared Documents* folder. The Shared Documents folder is accessible from all accounts on that computer and from other computers on the network.



To add, delete, or modify user accounts in Windows XP:


- 1 Click **Start**, **Control Panel**, then click/double-click **User Accounts**. The *User Accounts* window opens.
- 2 Follow the on-screen instructions to add, delete, or modify a user account.



Help and Support



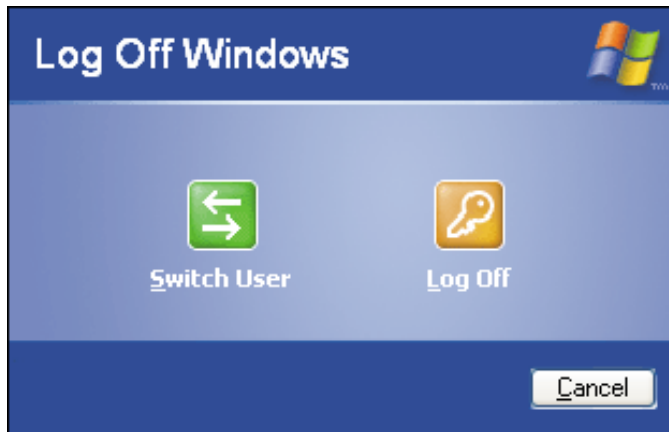
For more information about changing user accounts in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **user accounts** in the HelpSpot **Search** box , then click the arrow.



To switch user accounts in Windows XP:

- 1 Click **Start**, then click **Log Off**. The *Log Off Windows* dialog box opens.



- 2 Click **Switch User**. The Windows *Welcome* screen opens.
- 3 Click the user account that you want to use. When you switch between users, any programs that were running for the previous user continue to run.



Using a Wireless Ethernet Network **11**

This chapter provides the information you need to set up and use a wireless Ethernet network. Read this chapter to find out how to:

- Set up or install wireless Ethernet on your notebook
- Configure the ORiNOCO client manager (Windows 2000 only)
- Configure Windows for wireless Ethernet networking
- Connect to a wireless Ethernet network
- Turn your wireless Ethernet on and off
- Check the wireless Ethernet signal strength



Using a wireless network

Your notebook may have wireless Ethernet networking built-in. The information in this section tells you how to set up and access a wireless network. If your notebook does not have wireless networking built-in and you would like to purchase a wireless network PC Card, contact Gateway's Add-on Sales department or visit our Web site at www.gateway.com.

Warning



Radio frequency wireless communication can interfere with equipment on commercial aircraft. Current aviation regulations require wireless devices to be turned off while traveling in an airplane. IEEE 802.11b (also known as wireless Ethernet or WiFi) communication devices are examples of devices that provide wireless communication. For instructions to turn wireless Ethernet on and off, see "Turning your wireless Ethernet on or off in Windows XP" on page 194 and "Turning your wireless Ethernet on or off in Windows 2000" on page 210.


Important



If your system came equipped with an internal radio frequency wireless device, see "Safety, Regulatory, and Legal Information" on page 289 for general wireless regulatory and safety guidelines. To find out if your system has an internal wireless device, check the label (see "Identifying your model" on page 10).

Help and Support



For more information about creating or joining a network in Windows XP, click **Start**, then click **Help and Support**. Type the keyword **networking** in the HelpSpot **Search** box , then click the arrow.

Using wireless Ethernet in Windows XP

If your system does not use Windows XP, follow the instructions under “Using wireless Ethernet in Windows 2000” on page 196.

Setting up wireless Ethernet networking in Windows XP

If you have wireless Ethernet, the first time you start your notebook, your system automatically installs the wireless Ethernet drivers. Immediately following the initial startup, you may be instructed to run the Network Setup Wizard.




Important



The network setup procedure uses the Windows XP Network Setup Wizard. The example screens show those screens that typically appear in the course of using the wizard. If your network situation differs from that used in this example, you may encounter additional screens or screens with different selections. Make sure that you read each screen in the wizard and make your selections based on your particular network situation.



To run the Windows XP Network Setup Wizard:

- 1 Click on the Network Setup Wizard icon  on the Windows XP taskbar. The *Network Setup Wizard* opens.

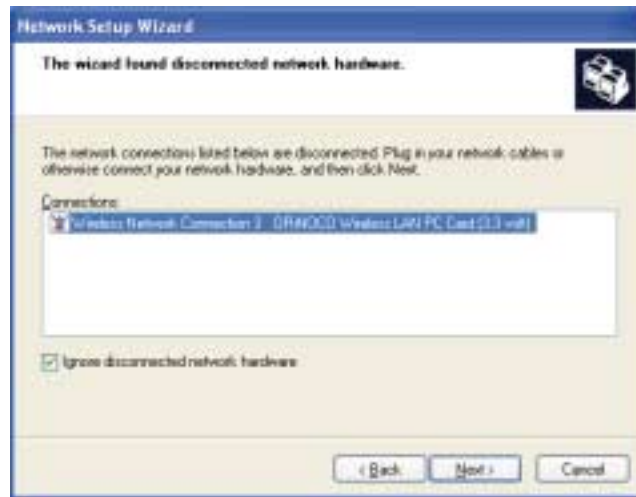
-OR-

Click **Start, All Programs, Accessories, Communications**, then click **Network Setup Wizard**. The *Network Setup Wizard* opens.



- 2 Click **Next** to continue through the wizard.

- 3 Click **Next**. The *wizard found disconnected network hardware* screen opens.



- 4 Click to select the **Ignore disconnected network hardware** check box, then click **Next**. The *Select a connection method* screen opens.



- 5 Click the method that your notebook uses to access the Internet, then click **Next**. The *Your computer has multiple connections* screen opens.

-OR-

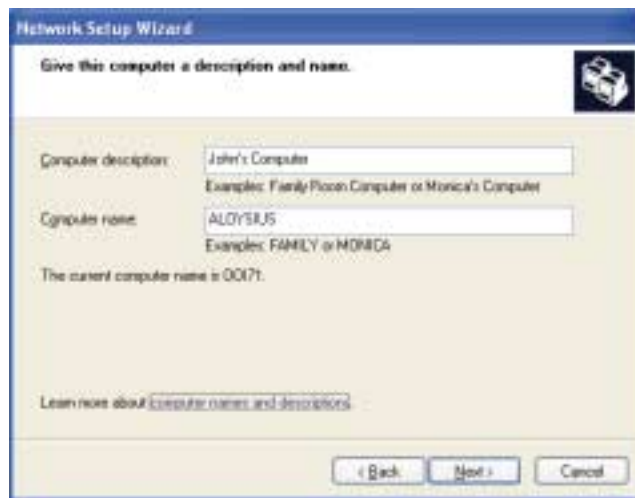
Click **Other**, then click **Next** for a list of additional methods. Make a selection, then click **Next**. The *Your computer has multiple connections* screen opens.



- 6 Click **Let me choose the connections to my network**, then click **Next**. The *Select the connections to bridge* screen opens.



- 7 Click to select the wireless network connection check box, then click **Next**. The *Give this computer a description and name* screen opens.



- 8 Type a description of your notebook in the **Computer description** box. This description lets other network users identify who this notebook belongs to.
- 9 Type a unique computer name in the **Computer name** box. This name identifies this notebook on the network.
- 10 Click **Next**. The *Name your network* screen opens.



- 11 Type the name of the workgroup this notebook belongs to in the **Workgroup name** box. This name is usually assigned by the network administrator and identifies which group of computers this notebook is most likely to communicate with.
- 12 Click **Next**. The *Ready to apply network settings* screen opens.

- 13** Click **Next** to apply the network settings. The *You're almost done* screen opens.



- 14** If you are setting up a wireless Ethernet network on other computers, you may want to use the Network Setup Wizard to do so. Click a method for installing and configuring the network on your other computers, then click **Next**.
- 15** Click **Finish**.



Help and Support



For more information about using the Network Setup Wizard in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **Network Setup Wizard** in the HelpSpot **Search** box , then click the arrow.

Configuring Windows XP for wireless Ethernet



To configure Windows XP to use the wireless Ethernet network:

- 1 Click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Network and Internet Connections**. The *Network and Internet Connections* window opens.
- 2 Click/Double-click **Network Connections**. The *Network Connections* window opens.
- 3 Right-click **Wireless Network Connection**, then click **Properties**. The *Wireless Network Connection Properties* dialog box opens.
- 4 Click the **General** tab.



- 5 Click **Internet Protocol (TCP/IP)** in the **This connection uses the following items** list. If you do not see Internet Protocol (TCP/IP), drag the scroll bar to see more choices.
- 6 Click **Properties**. The *Internet Protocol (TCP/IP) Properties* dialog box opens.

- 7 Click the **General** tab.



- 8 If you are using a DHCP server, click **Obtain an IP address automatically**.

- OR -

If you are not using a DHCP server, click **Use the following IP address**, then type the IP address in the **IP address** box and Subnet mask in the **Subnet mask** box.

Important



If you are required to type an IP Address and Subnet Mask, ask your network administrator for the correct values.


- 9 Click **OK** to close the *Internet Protocol (TCP/IP) Properties* dialog box.
- 10 Click **OK** to close the *Wireless Network Connection Properties* dialog box.
- 11 Click **X** to close the *Network Connections* window.



Help and Support



For more information about configuring a wireless network in Windows XP, click **Start**, then click **Help and Support**.

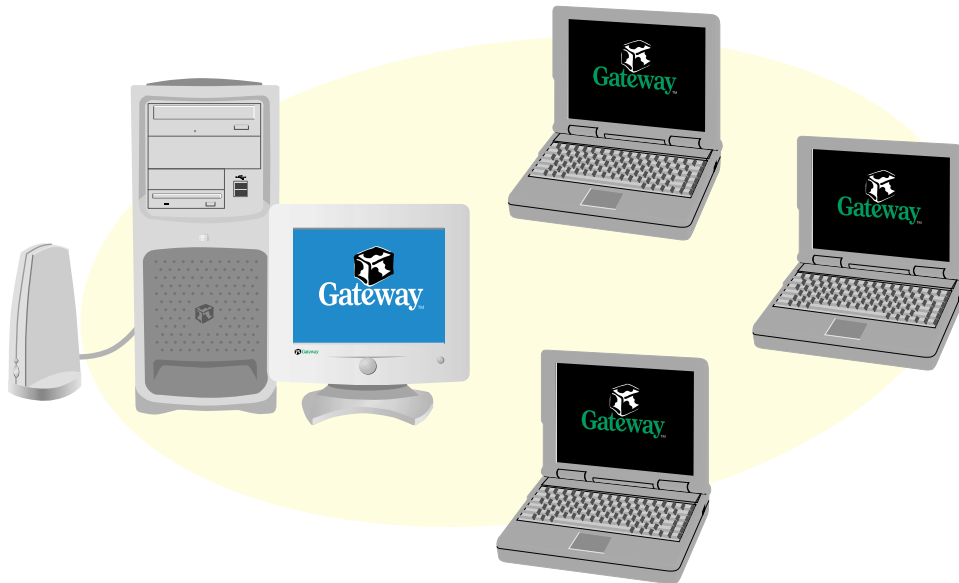
Type the keyword **wireless network** in the HelpSpot **Search** box , then click the arrow.

Creating a wireless Ethernet network in Windows XP

After you have turned on wireless Ethernet networks, you may want to create a new wireless Ethernet network. You can create either an access point or peer-to-peer wireless Ethernet network.

Access Point

An *access point* is a device that allows you to join a wireless network and access a wired network at the same time. You can create an access point wireless network if you purchased an RG1000 or equivalent access point. This illustration shows an example of an access point network.





To create an access point wireless Ethernet network:

- 1 Click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Network and Internet Connections**. The *Network and Internet Connections* window opens.
- 2 Click/Double-click **Network Connections**. The *Network Connections* window opens.
- 3 Right-click **Wireless Network Connection**, then click **View Available Wireless Networks**. The *Connect to Wireless Network* dialog box opens.



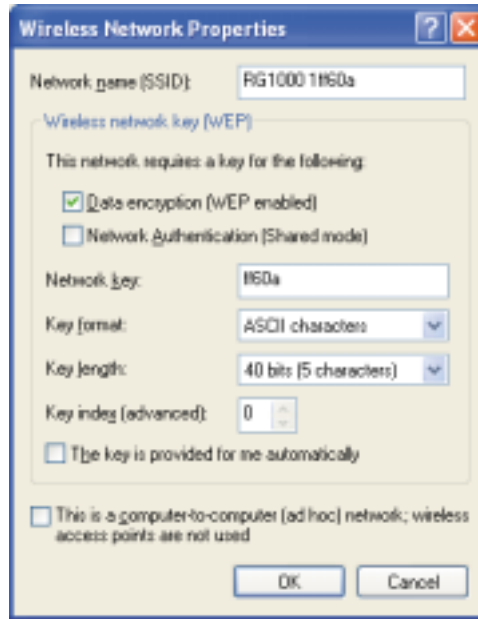
- 4 Click **Advanced**. The *Wireless Network Connection Properties* dialog box opens.



- 5 Click the **Wireless Networks** tab.



- 6 Click **Add**. The *Wireless Network Properties* dialog box opens.



- 7 Type the name of the network in the **Network name (SSID)** box. For an access point network, we recommend using the name of the access point device followed by the SSID name found on the back of the access point. Example: **RG1000 1ff60a**.
- 8 Click the **Data encryption (WEP enabled)** check box.
- 9 Click to clear the **The key is provided for me automatically** check box.
- 10 Type the network key in the **Network key** box. This key must be the last five digits of the network name, for example **ff60a**.
- 11 Click the arrow button to open the **Key format** list, then click **ASCII characters**.
- 12 Click the arrow button to open the **Key length** list, then click **40 bits (5 characters)**.
- 13 Click the up or down arrow button next to **Key index (advanced)** to select **0**.



- 14 Make sure that the **Network Authentication (Shared mode)** check box is not selected.
- 15 Make sure that the **This is a computer-to-computer (ad hoc) network** check box is not selected.
- 16 Click **OK** to close the *Wireless Network Properties* dialog box.
- 17 Click the **General** tab.



- 18 Click **Internet Protocol (TCP/IP)** in the **This connection uses the following** items list. If you do not see Internet Protocol (TCP/IP), drag the scroll bar to see more choices.
- 19 Click **Properties**. The *Internet Protocol (TCP/IP) Properties* dialog box opens.

20 Click the **General** tab.



21 If you are using a DHCP server, click **Obtain an IP address automatically**.

- OR -

If you are not using a DHCP server, click **Use the following IP address**, then type the IP address in the **IP address** box and Subnet mask in the **Subnet mask** box.

Important



If you are required to type an IP Address and Subnet Mask, ask your network administrator for the correct values.

22 Click **OK** to close the *Internet Protocol (TCP/IP) Properties* dialog box.

23 Click **OK** to close the *Wireless Network Connection Properties* dialog box.


24 Click **X** to close the *Network Connections* window.



Help and Support



For more information about configuring a wireless network in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **wireless network** in the HelpSpot **Search** box , then click the arrow.

Peer-to-peer (ad hoc)

Use a peer-to-peer (ad hoc) network if you are setting up or joining a temporary or permanent computer-to-computer network for sharing files and peripheral devices. This type of network does not include an access point into a wired network.





To create a peer-to-peer wireless Ethernet network:

- 1 Click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Network and Internet Connections**. The *Network and Internet Connections* window opens.
- 2 Click/Double-click **Network Connections**. The *Network Connections* window opens.
- 3 Right-click **Wireless Network Connection**, then click **View Available Wireless Networks**. The *Connect to Wireless Network* dialog box opens.



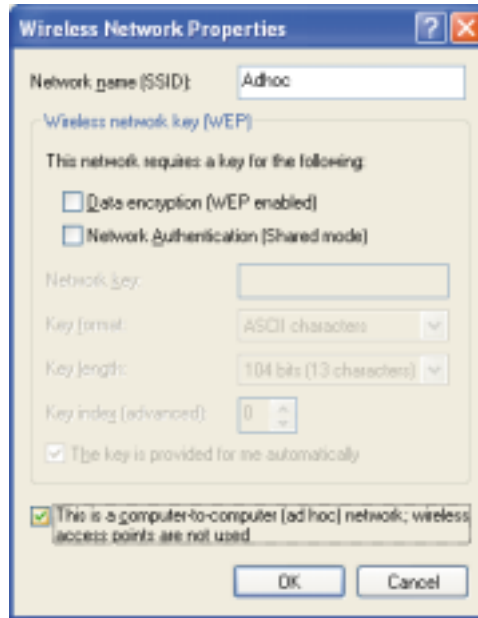
- 4 Click **Advanced**. The *Wireless Network Connection Properties* dialog box opens.



- 5 Click the **Wireless Networks** tab.



- 6 Click **Add**. The *Wireless Network Properties* dialog box opens.



- 7 Type the name of the network in the **Network (SSID)** box. For a peer-to-peer network, this can be any network name not already in use, for example **Adhoc**.
- 8 Click the **This is a computer-to-computer (ad hoc) network** check box.
- 9 If an encryption key has been agreed to by the other members of your network, go to Step 10.

-OR-

If your network is not using an encryption key, go to Step 16.

- 10 Click the **Data encryption (WEP enabled)** check box.
- 11 Click to clear the **The key is provided for me automatically** check box.
- 12 Type the network key in the **Network key** box.
- 13 Click the arrow button to open the **Key format** list, then click the key format you have agreed to.



- 14 Click the arrow button to open the **Key length** list, then click the key length you have agreed to.
- 15 Click the up or down arrow button next to **Key index (advanced)** to select the key index you have agreed to.
- 16 Click **OK** to close the *Wireless Network Properties* dialog box.
- 17 Click the **General** tab.



- 18 Click to select **Internet Protocol (TCP/IP)** in the **This connection uses the following** items list. If you do not see Internet Protocol (TCP/IP), drag the scroll bar to see more choices.
- 19 Click **Properties**. The *Internet Protocol (TCP/IP) Properties* dialog box opens.

20 Click the **General** tab.



21 Click **Use the following IP address**.



- 22** Type an IP Address value in the **IP Address** box and a Subnet Mask value in the **Subnet Mask** box for each wireless computer on your ad hoc network. The IP Address for computer 1 should end with a 1 and the IP Address for computer 2 should end with a 2.



Example IP address and subnet mask for wireless computer 1



Example IP address and subnet mask for wireless computer 2


- 23** Click **OK** to close the *Internet Protocol (TCP/IP) Properties* dialog box.
- 24** Click **OK** to close the *Wireless Network Connection Properties* dialog box.
- 25** Click **X** to close the *Network Connections* window.



Help and Support



For more information about configuring a wireless network in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **wireless network** in the HelpSpot **Search** box , then click the arrow.

Connecting to a wireless Ethernet network in Windows XP



To connect to an existing wireless Ethernet network:

- 1 Click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Network and Internet Connections**. The *Network and Internet Connections* window opens.
- 2 Click/Double-click **Network Connections**. The *Network Connections* window opens.
- 3 Right-click **Wireless Network Connection**, then click **View Available Wireless Networks**. The *Connect to Wireless Network* dialog box opens.



- 4 Click the network you want to connect to, then click **Connect**.



Help and Support



For more information about connecting to a wireless network in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **connecting to wireless network** in the HelpSpot **Search** box , then click the arrow.

Turning your wireless Ethernet on or off in Windows XP

There are times, such as when you are flying in an aircraft, when you should turn off your wireless Ethernet network. You can also turn off wireless Ethernet to conserve the battery charge on your notebook.



To turn wireless Ethernet on or off:

- 1 Click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Network and Internet Connections**. The *Network and Internet Connections* window opens.
- 2 Click/Double-click **Network Connections**. The *Network Connections* window opens.
- 3 Right-click **Wireless Network Connection**, then click **Enable** to turn on wireless Ethernet or click **Disable** to turn off wireless Ethernet.



Checking network signal strength in Windows XP

If your wireless Ethernet network is running slower than you expect, you should check your network signal strength. If you find the signal strength is low, try moving to a new location to increase the signal strength.



To check the signal strength of your wireless Ethernet network:

- 1 Click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Network and Internet Connections**. The *Network and Internet Connections* window opens.
- 2 Click/Double-click **Network Connections**. The *Network Connections* window opens.

- 3 Right-click **Wireless Network Connection**, then click **Status**. The *Wireless Network Connection Status* dialog box opens. The meter shows the signal strength for wireless Ethernet on your notebook if other computers with the same network name are within range of your notebook.



Important



Signal strength is affected by the distance between your wireless network devices, by radio interference, and by interference from natural obstructions such as walls, floors, and doors.

Using wireless Ethernet in Windows 2000

If your system uses Windows XP, use the instructions under “Using wireless Ethernet in Windows XP” on page 171.

Installing the ORiNOCO Client Manager

If you have wireless Ethernet, the first time you start your notebook, your system automatically installs the wireless Ethernet drivers. Immediately following the initial startup, you may be asked to install the ORiNOCO Client Manager. You may also need to install the ORiNOCO Client Manager if it has not already been installed on your computer.



To see if the ORiNOCO Client Manager is installed:

- Click **Start, Programs**, then click **ORiNOCO**. If Client Manager is not listed in the submenu, you will need to install it.



To install the ORiNOCO Client Manager:

- Complete the instructions in “Reinstalling programs” on page 246.



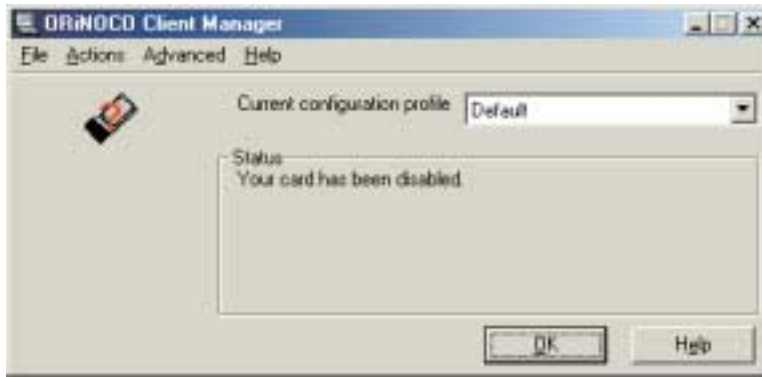
Configuring the ORiNOCO client manager

To use your wireless Ethernet, you need to configure your network settings.

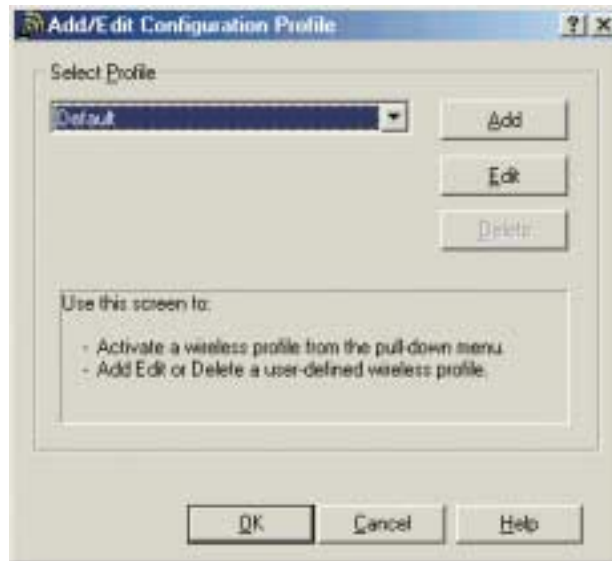


To configure the ORiNOCO Client Manager:

- 1 Click **Start, Programs, ORiNOCO**, then click **Client Manager**. The *ORiNOCO Client Manager* window opens.



- 2 Click **Actions**, then click **Add/Edit Configuration Profile**. The *Add/Edit Configuration Profile* dialog box opens.



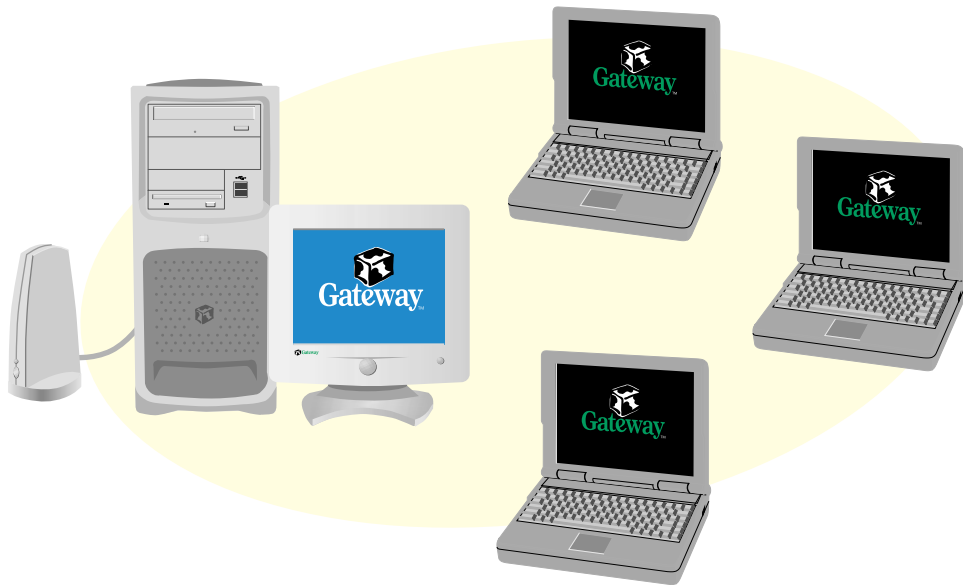
- 3 Click **Add** to add a new profile. The *Edit Configuration* wizard opens to the *Select Profile* screen.



- 4 Type the name of the profile you are creating in the **Profile Name** box. When you create the first profile, you should rename the Default profile to the name of your profile. For example, if you will be using your computer on two different networks, such as at home and at work, you may want to name one profile **Home** and the other one **Work**.

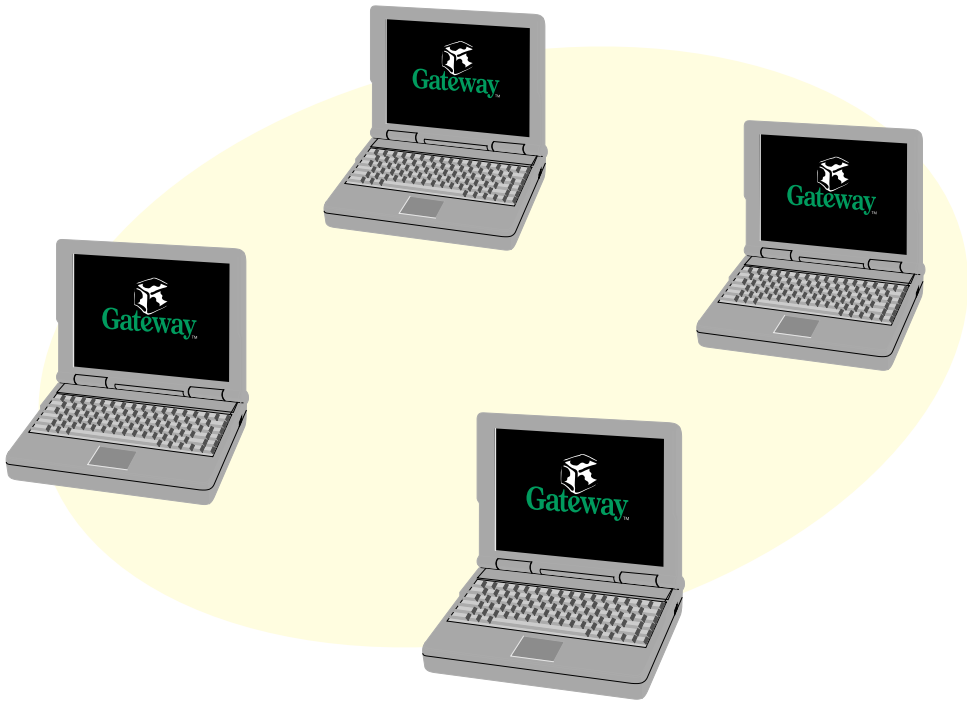


- 5** Click the arrow to open the **Network Type** list, then click the type of network associated with this profile. Your options include:
- Access Point - Use this network type if you are joining a wireless network and accessing a wired network through an access point. Contact your network administrator or refer to the access point documentation for more information about using this network type.



- Residential Gateway - Use this network type if you are setting up or joining a wireless network that is using a residential gateway to access the Internet.

- **Peer-to-Peer Group** - Use this network type if you are setting up or joining a temporary or permanent computer-to-computer network for sharing files and peripheral devices. This type of network does not include an access point into a wired network.



- 6 Click **Next**. The *Identify Your Network* screen opens.



- 7 Type the name of the network in the **Network Name** box.
- For an access point or residential gateway network, we recommend using the name of the access point device followed by the SSID name found on the back of the access point, for example, **RG1000 1ff60a**.
-OR-
Type **Any** to connect to the first access point available.
-OR-
Click **Scan** to scan for all access points that are within range of your notebook. Click to select a network name from the list that appears, then click **OK**.
 - For a peer-to-peer network, type any network name that has been agreed upon by the other members of the network, for example, **Adhoc**. This name cannot be used by another network.

Important

All computers on your network must have the same network name and encryption key. For help, ask your network administrator.

- 8** Click **Next**. The *Set Security* screen opens.



- 9** Click the **Enable Data Security** check box.

- 10** Click **Use Alphanumeric Characters** or **Use Hexadecimal**.

- For an access point or residential gateway, this type must correspond to the security used by the access point.
- For a peer-to-peer network, this type must be the same type that has been agreed upon by the other members of the network.



11 Type the network key in the **Key 1** box.

- For an access point or residential gateway, this key must be the last five digits of the network name, for example, **ff60a**.
- For a peer-to-peer network, this key must be the same key that has been agreed upon by the other members of the network.

12 Click the arrow to open the **Encrypt data with** list, then click **Key 1**.

Important



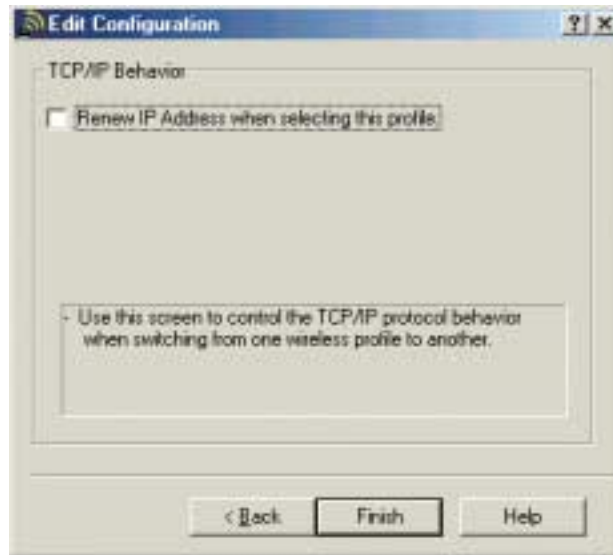
All computers on your network must have the same network name and encryption key. For help, ask your network administrator.

13 Click **Next**. The *Power Management* screen opens.



14 Click the type of power management you want to use.

- 15** Click **Next**. The *TCP/IP Behavior* screen opens.



- 16** Click the check box if you are using this notebook on more than one network. This will force your notebook to renew the TCP/IP address each time you change profiles.
- 17** Click **Finish** to close the *Edit Configuration* wizard.



Identifying this notebook on the network in Windows 2000

If this is the first time you have used networking on your notebook, you need to provide Windows with the name of your notebook and the workgroup to which it belongs.



To identify this notebook on the network:

- 1 Click **Start**, **Settings**, then click **Control Panel**. The *Control Panel* window opens.
- 2 Double-click the **Network** icon. The *Network* dialog box opens.
- 3 Click the **Identification** tab.



- 4 Type a unique computer name in the **Computer name** box. This name identifies this notebook on the network.
- 5 Type the name of the workgroup this notebook belongs to in the **Workgroup** box. This name is usually assigned by the network administrator and identifies which group of computers this notebook is most likely to communicate with.

- 6 Type a description of your notebook in the **Computer description** box. This description lets other network users identify who this notebook belongs to.
- 7 Click **OK**.



Configuring Windows 2000 for wireless Ethernet



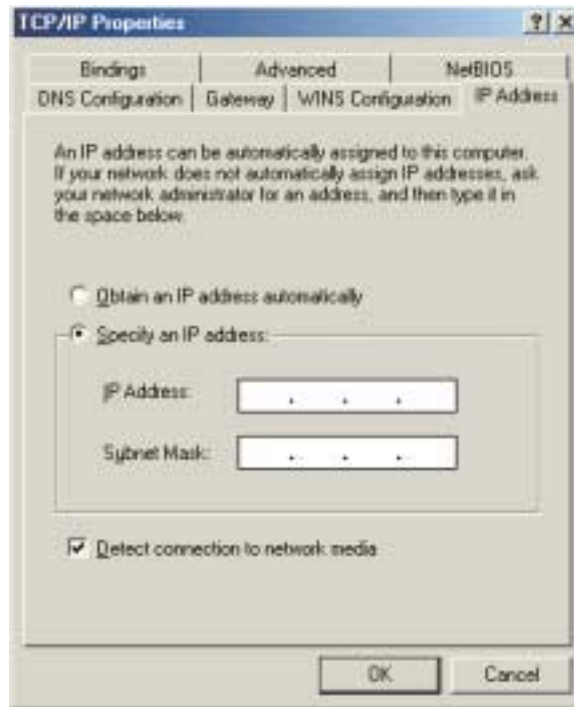
To configure Windows to use the wireless Ethernet network:

- 1 Click **Start**, **Settings**, then click **Control Panel**. The *Control Panel* window opens.
- 2 Double-click the **Network** icon. The *Network* dialog box opens.



- 3 Click **TCP/IP -> ORINOCO Mini PCI Card** in the **The following network components are installed** items list. If you do not see Internet Protocol (TCP/IP), drag the scroll bar to see more choices.
- 4 Click **Properties**. The *TCP/IP Properties* dialog box opens.

- 5 Click the **IP Address** tab.



- 6 If you are using a DHCP server, click **Obtain an IP address automatically**.

- OR -

If you are not using a DHCP server, click **Specify an IP address**, then type the IP address in the **IP address** box and the Subnet mask in the **Subnet mask** box.

Important



If you are required to type an IP Address and Subnet Mask, ask your network administrator for the correct values.



7 Click **OK** to close the *TCP/IP Properties* dialog box.

8 Click **OK** to close the *Network* dialog box.




Connecting to a wireless Ethernet network in Windows 2000

After you have set up your profiles for all the possible wireless Ethernet networks you may want to connect to, you can select which network to access.



To connect to a wireless Ethernet network:

1 Right-click the ORiNOCO Client Manager icon  on the taskbar.

2 Click **Configuration Profile**, then click the profile for the network you want to access.



Turning your wireless Ethernet on or off in Windows 2000

There are times, such as when you are flying in an aircraft, when you should turn off your wireless Ethernet network. You can also turn off wireless Ethernet to conserve the battery charge on your notebook.



To turn wireless Ethernet on or off using the Client Manager:

1 Right-click the ORiNOCO Client Manager icon  on the taskbar.

2 Click **Enable Radio** to turn on wireless Ethernet or **Disable Radio** to turn off wireless Ethernet.



Checking network signal strength in Windows 2000

If your wireless Ethernet network is running slower than you expect, you should check your network signal strength. If you find the signal strength is low, try moving to a new location to increase the signal strength.



To check the signal strength of your wireless Ethernet network:

- Click **Start, Programs, ORiNOCO**, then click **Client Manager**. The *ORiNOCO Client Manager* window opens.

The meter on the left side shows the signal strength for wireless Ethernet on your notebook if other computers with the same network name are within range of your notebook. The status box in the middle provides status and error messages.



Important



Signal strength is affected by the distance between your wireless network devices, by radio interference, and by interference due to natural obstructions such as walls, floors, and doors.

Moving From Your Old Computer

12

If your new notebook is replacing an old computer, you may have personal data files, Internet settings, a printer or other peripheral devices, and other unique computer settings that you want to move from your old computer to your new one. Read this chapter to learn about:

- Using the Windows XP Files and Settings Transfer Wizard
- Transferring Files
- Transferring Internet Settings
- Installing your old printer or scanner
- Installing your old programs



Using the Windows XP Files and Settings Transfer Wizard

If your new computer is running Windows XP, you can move your data files and personal settings, such as display, Internet, and e-mail settings, from your old computer to your new one by using the Files and Settings Transfer Wizard. The wizard also moves specific files or entire folders, such as My Documents, My Pictures, and Favorites.



To open the Files and Settings Transfer Wizard:

- Click **Start**, **All Programs**, **Accessories**, **System Tools**, then click **Files and Settings Transfer Wizard**.



Help and Support



For more information about using the Files and Settings Transfer Wizard in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **using transfer wizard** in the HelpSpot **Search** box **Search** , then click the arrow.

Transferring files

You can manually transfer your personal data files by copying them to removable media, such as a diskette, CD, or Zip disk, or by using a home network. For more information, see “Creating data CDs” on page 103, “Connecting to a wired Ethernet network” on page 32, and “Using a Wireless Ethernet Network” on page 169.

Finding your files

Many programs automatically save your personal data files in the My Documents folder. Look in your old computer’s My Documents folder for personal data files. Use Windows Find or Search to locate other personal data files.



To find files in the My Documents folder:

- 1** In Windows XP, click **Start**, then click **My Documents**. The *My Documents* window opens and displays many of your saved personal data files. Go to Step 4.
- OR -
- In Windows 98 or Windows 2000, double-click the **My Computer** icon on the desktop. Go to the next step.
- 2** Double-click the **C:** drive icon.
- 3** Double-click the **My Documents** folder. The *My Documents* window opens and displays many of your saved personal data files.
- 4** Copy your personal data files to removable media or to another computer on your network.



You can often identify different data file types by looking at the file's *extension* (the part of the file name following the last period). For example, a document file might have a .DOC extension and a spreadsheet file might have an .XLS extension.

File type	File usually ends in...
Documents	.DOC, .TXT, .RTF, .HTM, .HTML, .DOT
Spreadsheets	.XLS, .XLT, .TXT
Pictures	.JPG, .BMP, .GIF, .PDF, .PCT, .TIF, .PNG, .EPS
Movies	.MPEG, .MPG, .AVI, .GIF, .MOV
Sound and Music	.WAV, .CDA, .MP3, .MID, .MIDI, .WMA



To find files using Find or Search:


- 1 Click **Start**, **Find** or **Search**, then click **All Files or Folders** or **For Files or Folders**. The Search Results window opens.
- 2 Use Windows Search to locate data files by file name or file type. For help on finding files, click **Help**, then click **Help and Support Center** or **Help Topics**.



Help and Support



For more information about finding files in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **searching for files** in the HelpSpot **Search** box , click the arrow, then click the **Full-text Search Matches** button.

Transferring Internet settings

You can use different methods to transfer your Internet account from your old computer to your new one.

Setting up your ISP

- If your current Internet Service Provider (ISP) software came preinstalled on your new computer, run that setup program. If it asks to set up a new account or an existing one, choose to reconnect to an existing account.
- If your current ISP software is not preinstalled on your new computer, locate the original Internet setup program provided by your local ISP, or contact your ISP to see if they have an updated version of their software, and install it on your new computer.
- If you use MSN as your ISP, or if you know your ISP settings, use the Windows Internet Connection Wizard.



To use the Internet Connection Wizard:


- 1 Click **Start**, **All Programs**, **Accessories**, **Communications**, then click **New Connection Wizard**. The *New Connection Wizard* window opens.
- 2 Configure your Internet settings by following the on-screen instructions.



Help and Support



For more information about setting up an Internet connection in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **Internet connection** in the HelpSpot **Search** box Search , then click the arrow.

Transferring your e-mail and address book

Refer to your old e-mail program's online help for information on *exporting* and *importing* e-mail messages and the address book. You can often export all of your old e-mail messages or address book to a diskette, then import them from the diskette into your new computer's e-mail program. Alternatively, you may want to consider simply printing the old information or use your old computer to send the e-mail messages to yourself, then use your new computer to retrieve the e-mail messages.

Transferring your Internet shortcuts

You can export and import your old Netscape Navigator bookmarks or Microsoft Internet Explorer favorites. For more information, refer to your Internet browser program's online help.

Installing your old printer or scanner

Windows may have built-in support for older printers, scanners, or other peripheral devices. This means you do not need any additional software. Newer devices, however, usually require your original software installation CDs or diskettes.

Installing a USB printer or scanner

USB devices may have special installation instructions. Refer to your USB device's installation guide.

Installing a parallel port printer

You can usually install parallel port printers by following these steps.



To install your old printer:

- 1** Shut down and turn off your computer.
- 2** Connect your parallel port printer.
- 3** Turn on your printer, then your computer.
- 4** If Windows detects your printer, install your printer by following the on-screen instructions. You are finished.

- OR -

If Windows does not detect the printer, go to the next step.

- 5** In Windows XP, click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Printers and Other Hardware**.

- OR -

In Windows 2000, click **Start**, **Settings**, then click **Control Panel**. The *Control Panel* window opens.


- 6** Click/Double-click the **Printers and Faxes** or **Printers** icon, then click **Add a printer** or **Add Printer**. The *Add Printer Wizard* window opens.
- 7** Install your printer by following the on-screen instructions.



Help and Support



For more information about installing a printer in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **installing a printer** in the HelpSpot Search box , then click the arrow.

Refer to your peripheral device's user guide for installation information and tips. Because most installation software is periodically updated, you should also check the manufacturer's Web site for driver updates.

Installing your old programs

You probably use some programs that did not come installed on your new computer, such as personal finance software, graphics programs, or games.

Spend some time going through your old computer's **Start** and **Programs** menus, making note of any programs you want to install on your new computer. Locate your original program installation CDs and installation guides. Your original CDs and guides should contain any serial numbers or product ID keys that may be required for program installation and registration. Remember to check the manufacturer's Web site for important program updates.

Tips & Tricks



If your new computer comes with a newer version of a program, it is usually best to use the newer version than to install the old one.

Maintaining Your Notebook 13

This chapter provides basic information about maintaining your notebook hardware and software. Read this chapter to learn how to:

- Care for your notebook
- Create an emergency startup diskette
- Protect your computer from viruses
- Manage hard drive space
- Back up files
- Clean your notebook



Caring for your computer

To extend the life of your system:

- Be careful not to bump or drop your computer, and do not put any objects on top of it. The case, although strong, is not made to support extra weight.
- When transporting your computer, we recommend that you put it in a carrying case.
- Keep diskettes, modular drives, and your computer away from magnetic fields. Magnetic fields can erase data on both diskettes and hard drives.
- Never turn off your computer when the hard drive light is on because data on the hard drive could be lost or corrupted.
- Avoid subjecting your computer to extreme temperature changes. The case and LCD panel can become very brittle and easy to break in cold temperatures and can melt or warp in high temperatures. Damage due to either extreme is not covered by your warranty. As a general rule, your computer is safest at temperatures that are comfortable for you.
- Keep all liquids away from your computer. When spilled onto computer components, almost any liquid can result in extremely expensive repairs that are not covered under your warranty.
- Avoid dusty or dirty work environments. Dust and dirt can clog the internal mechanisms.
- Set up a regular maintenance schedule according to the following table to keep your computer running at its best.

Maintenance task	Immediately after purchase	Monthly	When needed	See...
Create an emergency diskette	X			page 224
Check for viruses		X	X	page 226
Manage hard drive space			X	page 229
Clean up hard drives		X	X	page 230
Scan hard drive for errors		X	X	page 231
Defragment hard drive		X	X	page 233

Maintenance task	Immediately after purchase	Monthly	When needed	See...
Back up files		X	X	page 235
Recalibrate the battery			X	page 132
Clean computer case			X	page 237
Clean keyboard			X	page 238
Clean screen			X	page 238
Clean mouse			X	page 238

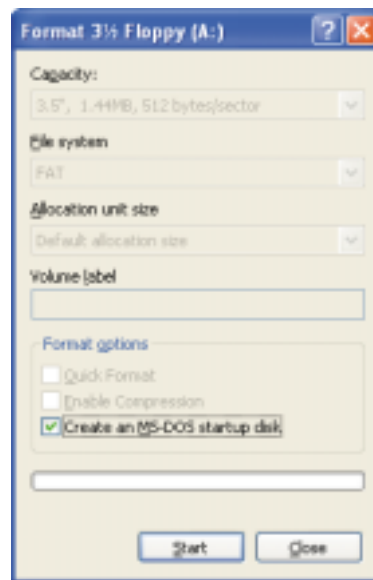
Creating an emergency startup diskette

An *emergency startup diskette* is a diskette that contains critical information that you need to start your computer if Windows fails to start. You should create a startup diskette as soon as you get your computer.



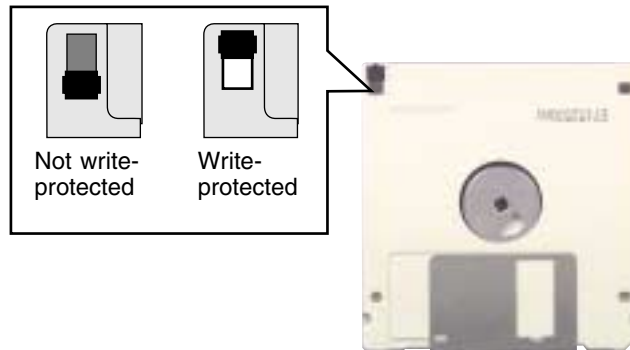
To create an emergency startup diskette in Windows XP:

- 1 Place a blank diskette labeled **Startup** into the diskette drive.
- 2 Click **Start**, then click **My Computer**. The *My Computer* window opens.
- 3 Right-click **3½ Floppy (A:)**, then click **Format**. The *Format 3½ Floppy (A:)* dialog box opens.



- 4 Click to select the **Create an MS-DOS startup disk** check box, then click **Start**. A message warns you that any information on the diskette will be erased.

- 5 When you see the warning message, click **OK**. Windows copies files to the emergency startup diskette.
- 6 When Windows finishes copying files, remove the diskette from the diskette drive.
- 7 To prevent the diskette from being erased or infected by viruses, you should write-protect it by sliding the write-protect tab up.



- 8 Store your emergency startup diskette in a safe place with your other backup software media.



Protecting your computer from viruses

A *virus* is a program that attaches itself to a file on a computer, then spreads from one computer to another. Viruses can damage data or cause your computer to malfunction. Some viruses go undetected for a period of time, because they are activated on a certain date.


Protect your computer from a virus by:

- Using your Norton® AntiVirus program to check files and programs that are on diskettes, attached to e-mail messages, or downloaded from the Internet.
- Checking all programs for viruses before installing them.
- Disabling macros on suspicious Microsoft Word and Excel files. These programs will warn you if a document that you are opening contains a macro that might have a virus.
- Periodically updating your Norton AntiVirus program to protect against the latest viruses.

Help and Support



For more information about protecting your computer against viruses in Windows XP, click **Start**, then click **Help and Support**.

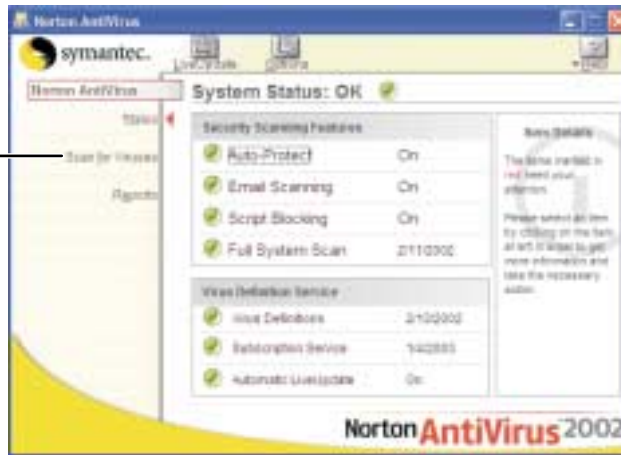
Type the keyword **viruses** in the HelpSpot **Search** box
Search , then click the arrow.



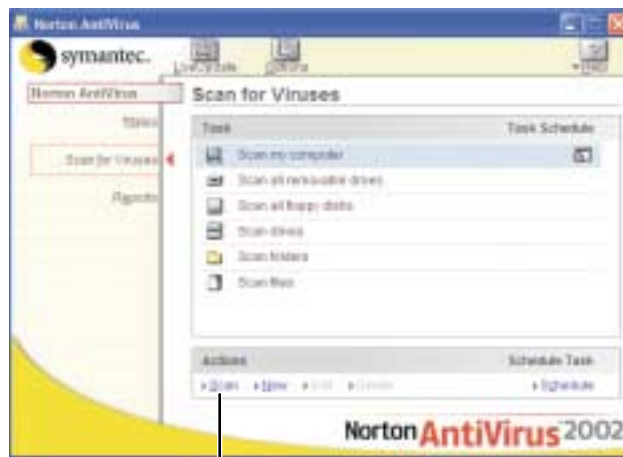
To scan for viruses:

- 1 Click **Start, All Programs, Norton AntiVirus**, then click **Norton AntiVirus 2002**. Norton AntiVirus opens.

Scan for
viruses



- 2 Click **Scan for Viruses**.



Scan

- 3 Click the type of scan you want to make in the Scan area, then under Actions, click **Scan**.





To remove a virus:

- 1 Find and remove the virus immediately using Norton AntiVirus.
- 2 Turn off your computer and leave it off for at least 30 seconds.
- 3 Turn on your computer and rescan for the virus.



To update Norton AntiVirus:

- 1 Click **Start**, **All Programs**, **Norton AntiVirus**, then click **LiveUpdate - Norton AntiVirus**. The *LiveUpdate* wizard opens.
- 2 Follow the on-screen instructions to update your Norton AntiVirus program with the latest virus protection files.
- 3 When the program has finished, click **Finish**.



Managing hard drive space

Windows provides several utilities you can use to manage your hard drive.

Checking hard drive space



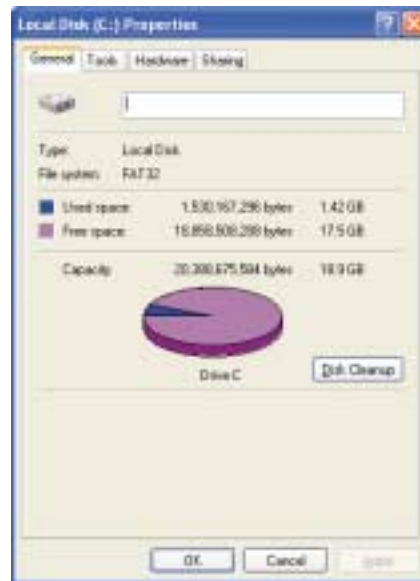
To check hard drive space:

1 In Windows XP, click **Start**, then click **My Computer**.

- OR -

In Windows 2000, double-click the **My Computer** icon.

2 Right-click the drive that you want to check for available file space, then click **Properties**. Drive space information appears.



Using Disk Cleanup

Delete unneeded files, such as temporary Windows files, to free hard drive space.



To use the Windows Disk Cleanup program:

1 In Windows XP, click **Start**, then click **My Computer**.

- OR -

In Windows 2000, double-click the **My Computer** icon.

2 Right-click the hard drive that you want to delete files from, for example Local Disk (C:), then click **Properties**. The *Properties* dialog box opens at the General tab.



3 Click **Disk Cleanup**. The *Disk Cleanup* dialog box opens.


- 4 Make sure that the check box beside each file type you want to delete is selected. For more information about file types you can delete, read the descriptions in the *Disk Cleanup* dialog box.
- 5 Click **OK**, then click **Yes**.



Help and Support



For more information about keeping the hard drive space free of unnecessary files in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **disk cleanup** in the HelpSpot **Search** box , then click the arrow.

Checking the hard drive for errors

The Error-checking program examines the hard drive for physical flaws and file and folder problems. This program corrects file and folder problems and marks flawed areas on the hard drive so that Windows does not use them.

If you use your computer several hours every day, you probably want to run Error-checking once a week. If you use your computer less frequently, once a month may be adequate. Also use Error-checking if you encounter hard drive problems.



To check the hard drive for errors:

- 1 In Windows XP, click **Start**, then click **My Computer**.
- OR -
In Windows 2000, double-click the **My Computer** icon.
- 2 Right-click the hard drive that you want to check for errors, for example Local Disk (C:), then click **Properties**. The *Properties* dialog box opens.



- 3 Click the **Tools** tab.



- 4 Click **Check Now**.
- 5 Click the options to use, then click **Start**. For help, press F1. Windows checks the drive for errors. This process may take several minutes.
- 6 Correct any problems that are found by following the on-screen instructions. After Windows has finished checking the drive for errors, it provides a summary of the problems that it found.
- 7 Click **OK**.



Help and Support



For more information about checking the hard drive for errors in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **checking for disk errors** in the HelpSpot **Search** box , then click the arrow.

Defragmenting the hard drive

When working with files, sometimes Windows divides the file information into pieces and stores them in different places on the hard drive. This is called *fragmentation*, and it is normal. In order for your computer to use a file, Windows must search for the pieces of the file and put them back together. This process slows the hard drive performance.

The Disk Defragmenter program organizes the data on the drive so that each file is stored as one unit rather than as multiple pieces scattered across different areas of the drive. Defragmenting the information stored on the drive can improve hard drive performance.

While the Disk Defragmenter program is running, do not use your keyboard or mouse because using them may continuously stop and restart the defragmenting process. Also, if you are connected to a network, log off before starting Disk Defragmenter. Network communication may stop the defragmentation process and cause it to start over.



To run Disk Defragmenter:

1 In Windows XP, click **Start**, then click **My Computer**.

- OR -

In Windows 2000, double-click the **My Computer** icon.

2 Right-click the hard drive that you want to defragment, for example Local Disk (C:), then click **Properties**. The *Properties* dialog box opens.



- 3 Click the **Tools** tab.



- 4 Click **Defragment Now**.
- 5 If Disk Defragmenter does not start automatically, click **Start** or **Defragment**.

Disk Defragmenter shows its progress on the screen. When finished, Disk Defragmenter asks if you want to quit the program.


- 6 Click **Close** or **Yes**.



Help and Support



For more information about defragmenting the hard drive in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **defragmenting** in the HelpSpot **Search** box , then click the arrow.

Backing up files

Backing up files and removing them from the hard drive frees space for new files on the hard drive. It also protects you from losing important information if the hard drive fails or you accidentally delete files.

You should back up your files regularly to a writable CD (if you have a recordable drive) or to diskettes. Use a backup device, such as a recordable drive or Zip drive, to do a complete hard drive backup (see “Using a recordable drive” on page 103). If you do not have a high-capacity backup device and you want to purchase one, you can contact Gateway’s Add-on Sales department or visit our Web site at www.gateway.com.

Help and Support



For more information about backing up files in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **saving files** in the HelpSpot **Search** box

Search , then click the arrow.

Using the Scheduled Task Wizard

The Scheduled Task Wizard lets you schedule maintenance tasks such as running Disk Defragmenter and Error-checking.



To start the Scheduled Task Wizard:

- 1 Click **Start, All Programs, Accessories, System Tools**, then click **Scheduled Tasks**. The *Scheduled Tasks* window opens.
- 2 Double-click **Add Scheduled Task**. The *Scheduled Task Wizard* window opens.



- 3 Click **Next**, then click the task or program you want to schedule and follow the on-screen instructions to customize the task.

Important



Your computer must be on during scheduled tasks.



Help and Support

For more information about using the Scheduled Task Wizard in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **Scheduled Task Wizard** in the HelpSpot **Search** box , then click the arrow.

Cleaning your computer

Keeping your computer clean and the vents free from dust helps keep your system performing at its best. You may want to gather these items and put together a computer cleaning kit:

- A soft, lint-free cloth
- An aerosol can of air that has a narrow, straw-like extension
- Isopropyl alcohol
- Cotton swabs
- A CD/DVD drive cleaning kit

Cleaning the exterior

Warning

When you shut down your computer, the power turns off, but some electrical current still flows through your computer. To avoid possible injury from electrical shock, unplug the power cord and modem cable from the wall outlets.

Always turn off your computer and other peripherals and remove the battery before cleaning any components

Use a damp, lint-free cloth to clean your computer and other parts of your system. Do not use abrasive or solvent cleaners because they can damage the finish on components.

Your computer is cooled by air circulated through the vents on the case, so keep the vents free of dust. With your computer turned off and unplugged, brush the dust away from the vents with a damp cloth. Be careful not to drip any water into the vents. Do not attempt to clean dust from the inside of your computer.

Cleaning the keyboard

You should clean the keyboard occasionally by using an aerosol can of air with a narrow, straw-like extension to remove dust and lint trapped under the keys.

If you spill liquid on the keyboard, turn off your computer and turn the unit upside down. Let the liquid drain, then let the keyboard dry before trying to use it again. If the keyboard does not work after it dries, you may need to replace it.

Cleaning the screen

Use a soft cloth and water to clean the screen. Squirt a little water on the cloth (never directly on the screen), and wipe the screen with the cloth.

Caution



An LCD screen is made of specially coated glass and can be scratched or damaged by abrasive or ammonia-based window cleaners.

Cleaning the mouse

If you have a mouse and the mouse pointer begins moving erratically across the screen or becomes difficult to control precisely, then cleaning the mouse will likely improve its accuracy.

If you have an optical mouse, clean the mouse by wiping the bottom of the mouse with a cleaning cloth.



To clean your trackball mouse:

- 1 Turn the mouse upside down.
- 2 Rotate the retaining ring on the bottom of the mouse counter-clockwise.



- 3 Remove the retaining ring and mouse ball.



- 4 Remove any dust, lint, or dirt from the mouse ball with a soft cloth.

- 5 Clean the mouse rollers with a cotton swab dipped in isopropyl alcohol.



- 6 Replace the mouse ball and lock the retaining ring into place.



**Help and
Support**



For a video tutorial about cleaning the mouse, click **Start, Help and Support, Video tutorials, Maintaining your computer**, then click **Cleaning the mouse**.

Restoring Software 14

Read this chapter to learn how to:

- Reinstall device drivers
- Update device drivers
- Reinstall programs
- Reinstall Windows




Using the Restoration CDs

Use the Gateway *Restoration CDs* to reinstall device drivers, your operating system, and other programs that were preinstalled at the factory.

Important



Before you try to fix a problem by reinstalling software from your Gateway *Restoration CDs*, make sure that you have tried these steps first:

- Use the diagnostics and troubleshooting tools found in HelpSpot. For more information about diagnostics and troubleshooting tools in Windows XP, click **Start**, then click **Help and Support**. Type the keyword **troubleshooting** in the HelpSpot **Search** box , then click the arrow.
- Refer to the Troubleshooting section of this guide.

If these steps do not resolve the problem, use the Gateway *Restoration CDs* to reinstall device drivers or programs.

If reinstalling device drivers or programs does not resolve the problem, reinstall Windows.

Reinstalling device drivers

Device drivers are programs that control devices such as monitors, CD and DVD drives, and modems. Drivers translate information between computer devices and programs.

Drivers for your original computer hardware are installed at Gateway. If you install a new device, you need to install the drivers provided by the device manufacturer.

You should reinstall device drivers:

- If directed to do so while troubleshooting
- If you have reinstalled Windows 2000
- If you see a message indicating that there is a problem with a device driver

If you need to reinstall device drivers because you are directed to do so while troubleshooting or if a message tells you that there is a problem with a device driver, reinstall the device drivers by following the steps in “To reinstall device drivers:” on page 243.

If you just reinstalled Windows XP, the device drivers were automatically reinstalled. If you just reinstalled Windows 2000, reinstall the device drivers by following the steps in “To reinstall device drivers:” on page 243.

If you are not comfortable with the procedures covered in this section, seek help from a more experienced computer user or a computer service technician.



To reinstall device drivers:

- 1** Insert the red Gateway CD into your CD or DVD drive. The System Restoration Kit program starts. Go to Step 5.

- OR -

If the program does not start automatically, go to Step 2.

- 2** Click **Start**, then click **Run**. The *Run* dialog box opens.
- 3** In the **Open** text box, type **d:\runmenu.exe** (where **d** is the drive letter of your CD or DVD drive).




- 4 Click **OK**. The System Restoration Kit program starts.
- 5 If the *Welcome to the System Restoration Kit* window opens, close it by clicking **OK**.
- 6 Click the **Reinstall Drivers and Applications** tab.
- 7 If you do not see the driver you want to reinstall, click the **Find More** button at the bottom of the window to complete the list of available device drivers.
- 8 Click **Manual Installation**, then select a single device driver to reinstall.
- OR -
Click **Automatic Installation**, then select multiple device drivers to reinstall. (Grayed out drivers are not available for Automatic Installation. To select these drivers, click **Manual Installation**.)
- 9 Click **Install**.
- 10 Follow any additional on-screen instructions. Depending on the device driver you are reinstalling, you may only need to restart your computer to complete the installation. However, if a setup wizard opens when you restart your computer, follow the on-screen instructions.



Help and Support



For more information about reinstalling device drivers in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **drivers** in the HelpSpot **Search** box
Search , then click the arrow.

Updating device drivers

The *Restoration CDs* contain a device driver update utility that works over the Internet. If you do not have an Internet Service Provider, the update utility works by direct-dialing the device driver update service.

Important



If your system came equipped with a wireless device, only use the drivers approved for the country the device will be used in. See the red Gateway CD or the Gateway Technical Support Web site (www.gateway.com/support).

If your system came equipped with an internal embedded wireless device, see "Safety, Regulatory, and Legal Information" on page 289 for general wireless regulatory and safety guidelines. To find out if your system has an internal wireless device, check the label (see "Identifying your model" on page 10).



To update device drivers:

- 1 Insert the red Gateway CD into your CD or DVD drive. The System Restoration Kit program starts. Go to Step 5.
- OR -
- If the program does not start automatically, go to Step 2.
- 2 Click **Start**, then click **Run**. The *Run* dialog box opens.
- 3 In the **Open** text box, type **d:\runmenu.exe** (where **d** is the drive letter of your CD or DVD drive).
- 4 Click **OK**. The System Restoration Kit program starts.
- 5 If the *Welcome to the System Restoration Kit* window opens, close it by clicking **OK**.
- 6 Click the **Update** tab.
- 7 Click **Check Now**. The *Connect* window opens.



- 8 Install available updated device drivers by following the on-screen instructions. Depending on the device driver you are updating, you may only need to restart your computer to complete the installation. However, if a setup wizard opens when you restart your computer, follow the on-screen instructions.



Help and Support



For more information about updating device drivers in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **updating drivers** in the HelpSpot **Search** box , then click the arrow.

Reinstalling programs

If you have problems running a program or if you have reinstalled your operating system, you can reinstall programs from the red Gateway CD and the program CDs. Follow the installation instructions on each CD.



To reinstall programs from the red Gateway CD:

- 1 Insert the red Gateway CD into your CD or DVD drive. The System Restoration Kit program starts. Go to Step 5.

- OR -

If the program does not start automatically, go to Step 2.
- 2 Click **Start**, then click **Run**. The *Run* dialog box opens.
- 3 In the **Open** text box, type **d:\runmenu.exe** (where **d** is the drive letter of your CD or DVD drive).
- 4 Click **OK**. The System Restoration Kit program starts.
- 5 If the *Welcome to the System Restoration Kit* window opens, close it by clicking **OK**.
- 6 Click the **Reinstall Drivers and Applications** tab.

7 Click **Manual Installation**, then select a single program to reinstall.

- OR -

Click **Automatic Installation**, then select multiple programs to reinstall. (Grayed out programs are not available for Automatic Installation. To select these programs, click **Manual Installation**.)

8 Click **Install**.

9 Follow any additional on-screen instructions. Depending on the programs you are reinstalling, you may only need to restart your computer to complete the installation. However, if a setup wizard opens when you restart your computer, follow the on-screen instructions.



Help and Support



For more information about reinstalling programs in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **installing programs** in the HelpSpot Search box , then click the arrow.



To reinstall Works Suite (including Word), games, or other programs from a CD:

1 If you just reinstalled Windows, go to Step 4. Otherwise, go to the next step.

2 In Windows XP, uninstall the program you want to reinstall by clicking **Start**, **Control Panel**, then click **Add or Remove Programs**.

- OR -

In Windows 2000, uninstall the program you want to reinstall by clicking **Start**, **Settings**, **Control Panel**, then click **Add or Remove Programs**.

3 In the *Currently Installed Programs* list, click the program you want to uninstall, then click **Change/Remove** and follow the on-screen instructions.

4 Insert the program CD into your CD or DVD drive.

5 Complete the program reinstallation by following the instructions included with the program CD.



Reinstalling Windows

If your computer is not working properly, try the following options to correct the problem:

- Troubleshooting. For more information, see “Troubleshooting” on page 261.
- Reinstalling device drivers. For more information, see “Reinstalling device drivers” on page 243.

If the options above do not correct the problem, you can use the *Restoration CDs* to reinstall Windows and other software.

The *Restoration CDs* step you through reinstalling Windows XP or Windows 2000. If you are reinstalling Windows XP, the *Restoration CDs* automatically reinstall the hardware device drivers and some programs as well. If you are reinstalling Windows 2000, you need to install the hardware device drivers and your programs. To reinstall the device drivers, follow the instructions in “Reinstalling device drivers” on page 243.

To reinstall your programs, follow the instructions in “Reinstalling programs” on page 246. You can install any remaining programs by using the program CDs that came with your computer.



To reinstall Windows XP and the device drivers:

Warning



Back up your personal files before you reinstall Windows.

All files on your computer will be deleted!

- 1 Insert the red Gateway CD into your CD or DVD drive.
- 2 Restart your computer.
- 3 Select **Option 2. Boot from CD-ROM.**
- 4 Select **Option 1. Delete all files.**
- 5 Select **Option 1. Continue deleting all files and restart.**
- 6 When prompted, press any key to continue.
- 7 Select **Option 2. Boot from CD-ROM.**

- 8** Select **Option 2. Automatic installation of Windows XP.**
- 9** Remove the red Gateway CD and insert the blue *Operating System* CD into your CD or DVD drive, then press any key to continue.
- 10** Wait while the setup program copies files to your hard drive. **When the computer restarts, do NOT press any key to boot from CD.**
- 11** When prompted, accept the *License Agreement* by clicking **I accept the agreement**, then click **Next** to continue.
- 12** When prompted, insert the red Gateway CD, then click **Continue**. The Gateway Application Loader automatically installs your drivers and programs. Your computer restarts several times during this process. Do **not** press any keys or buttons during this process unless prompted to do so.
- 13** When the Gateway Application Loader has finished, go to the Windows desktop by clicking **OK**.
- 14** Install additional programs by following the instructions in “To reinstall programs from the red Gateway CD:” on page 246.
- 15** Install other software, such as Microsoft Works Suite and gaming software, by following the instructions in “To reinstall Works Suite (including Word), games, or other programs from a CD:” on page 247.



To reinstall Windows 2000 and the device drivers:

- 1** Insert the red Gateway CD into the CD or DVD drive.
- 2** Restart your computer.
- 3** Select **Option 2. Boot from CD-ROM.**
- 4** Follow the on-screen instructions. The on-screen instructions step you through the operating system installation.
- 5** Reinstall your device drivers by following the instructions in “Reinstalling device drivers” on page 243.
- 6** Reinstall your programs by following the instructions in “Reinstalling programs” on page 246.



Upgrading Your Notebook 15

This chapter provides information about adding hardware devices to your notebook. Read this chapter to learn how to:

- Add and remove PC Cards
- Add and replace memory
- Replace the hard drive



Adding and removing a PC Card

Your notebook has a PC Card slot (also known as a PCMCIA card slot). This slot accepts a single Type II or Type III card.

You do not need to restart your notebook when changing most cards because your notebook supports *hot-swapping*. Hot-swapping means that you can insert a PC Card while your notebook is running. If your PC Card does not work after hot-swapping, refer to the PC Card manufacturer's documentation for further information.




To insert a PC Card:

- Push the card firmly into the lower part of the PC Card slot label-side up until the outer edge of the card is flush with the side of your notebook.





To remove a PC Card:


- 1 Click the remove hardware  icon in the taskbar, then select the PC Card name and click **Stop**.

-OR-

Turn off your notebook.

Important



If the remove hardware icon does not appear on the taskbar, click the show hidden icons  button.

- 2 Release the eject button by pressing the PC Card eject button once.
- 3 Eject the PC Card by pressing the eject button again.



Preventing static electricity discharge

The components inside your computer are extremely sensitive to static electricity, also known as *electrostatic discharge* (ESD).

Caution



ESD can permanently damage electrostatic discharge-sensitive components in your computer. Prevent ESD damage by following ESD guidelines every time you open the computer case.

Warning



To avoid exposure to dangerous electrical voltages and moving parts, turn off your computer and unplug the power cord and modem and network cables before opening the case.

Before installing memory or replacing the hard drive, follow these guidelines:

- Turn off the computer power.
- Wear a grounding wrist strap (available at most electronics stores) and attach it to a bare metal part of your computer.

Warning



To prevent risk of electric shock, do not insert any object into the vent holes of your notebook.

- Touch a bare metal surface on the back of your computer.
- Unplug the power cord and modem and network cables.
- Remove the battery.

Before working with computer components, follow these guidelines:

- Avoid static-causing surfaces such as carpeted floors, plastic, and packing foam.
- Remove components from their antistatic bags only when you are ready to use them. Do not lay components on the outside of antistatic bags because only the inside of the bags provide electrostatic protection.

Adding or replacing memory

Your notebook uses memory modules called SO-DIMMs (Small Outline Dual Inline Memory Modules). The modules are available in various capacities and any module can be placed in any available slot. Use only memory modules designed for the Gateway Solo 1450 for upgrading your memory.



To add or replace memory modules:

- 1** Follow the instructions under “Preventing static electricity discharge” on page 254.
- 2** Shut down your notebook, then disconnect the power adapter and modem and network cables.
- 3** Turn your notebook over, then remove the battery. For more information, see “Changing batteries” on page 133.

Warning



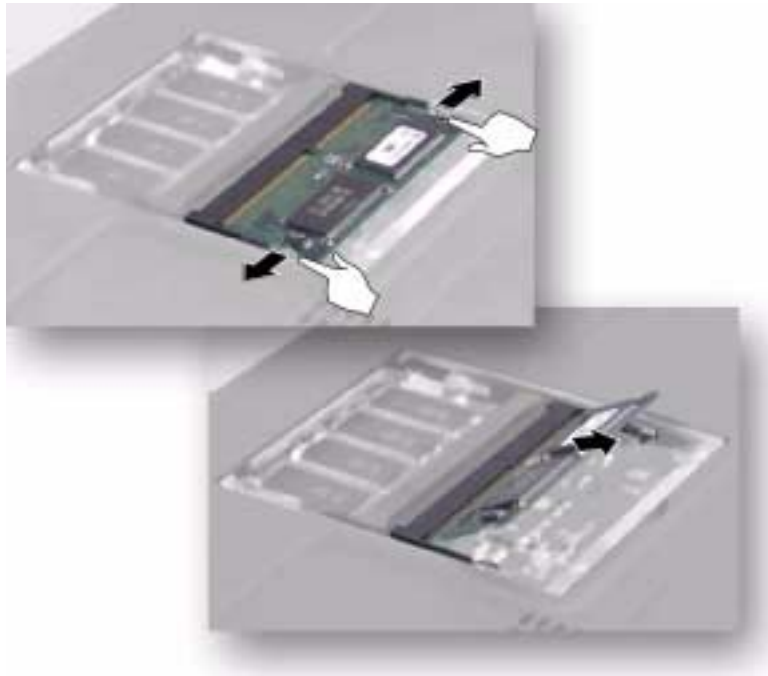
Disconnect the power adapter, disconnect the modem and network cables, and remove the battery before you remove the memory bay cover. Replace the cover before you restore power or reconnect the modem and network cables.



- 4 Remove the memory bay cover screw, then remove the memory bay cover.



- 5** If you are removing a module, gently press outward on the clip at each end of the memory module until the module tilts upward. Pull the memory module out of the slot.

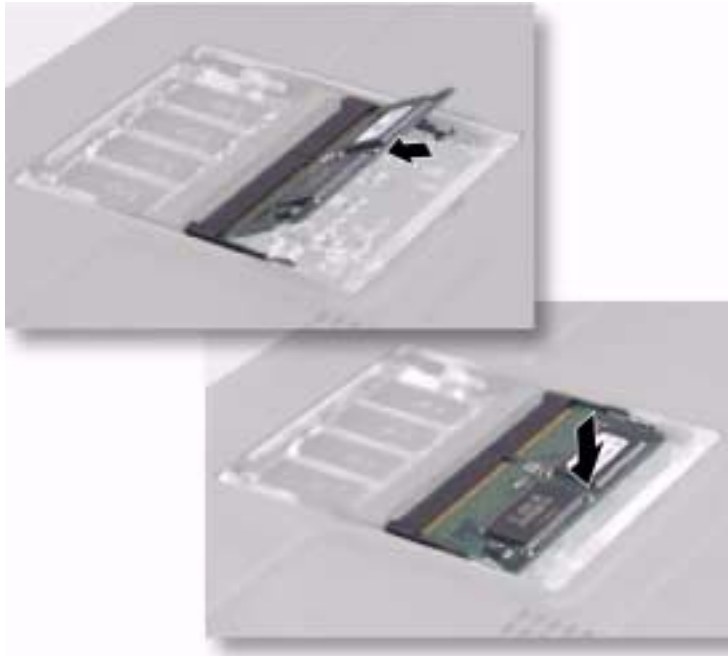


- 6 Hold the new or replacement module at a 30-degree angle and press it into the empty memory slot. This module is keyed so that it can only be inserted in one direction. If the module does not fit, make sure that the notch in the module lines up with the tab in the memory bay.

Important



Use only memory modules designed for the Gateway Solo 1450.



- 7 Gently push the module down until it clicks in place.
- 8 Replace the memory bay cover and cover screw, insert the battery, connect the power adapter and modem and network cables, and turn on your notebook.



Replacing the hard drive

If you would like more hard drive capacity, you can replace your original drive with a higher-capacity drive.



To replace the hard drive:

- 1** Follow the instructions under “Preventing static electricity discharge” on page 254 for important precautions.
- 2** Shut down your notebook, then disconnect the power adapter and modem and network cables.
- 3** Turn your notebook over, then remove the battery. For more information, see “Changing batteries” on page 133.

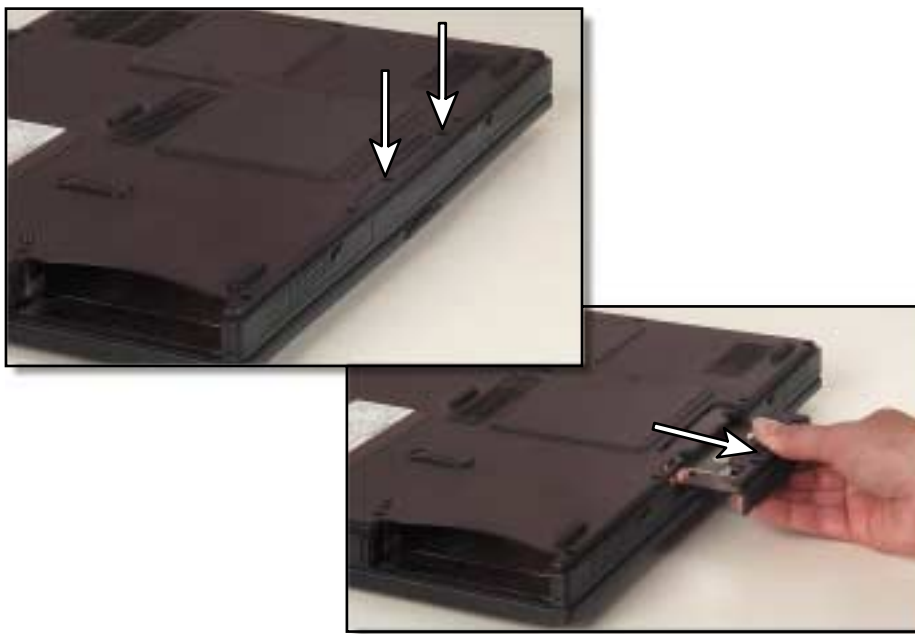
Warning



Disconnect the power adapter, disconnect the modem and network cables, and remove the battery before you remove the hard drive. Replace the hard drive before you restore power or reconnect the modem and network cables.



- 4 Remove the hard drive screws, then pull the drive kit straight out from your notebook.



- 5 Slide the new hard drive kit into the bay.
- 6 Replace the screws that secure the hard drive kit to your notebook.
- 7 Insert the battery, then connect the AC adapter, modem, and network cables, and turn on your notebook.



Troubleshooting 16

This chapter provides some solutions to common computer problems. Read this chapter to learn how to:

- Troubleshoot typical hardware and software issues
- Get telephone support
- Use automated troubleshooting systems
- Get tutoring and training

If the suggestions in this chapter do not correct the problem, see “Getting Help” on page 35 for more information about how to get help.



Safety guidelines

While troubleshooting your computer, follow these safety guidelines:

- Never remove the memory bay cover or hard drive while your computer is turned on, while the battery is installed, and while the modem cable, network cable, and AC power adapter are connected.
- Make sure that you are correctly grounded before accessing internal components. For more information about preventing damage from static electricity, see “Preventing static electricity discharge” on page 254.
- After you complete any maintenance tasks where you remove the memory bay cover or hard drive, make sure that you replace the cover or hard drive, reinstall any screws, then replace the battery before you start your notebook.

Warning



Do not try to troubleshoot your problem if power cords or plugs are damaged, if your computer was dropped, or if the cabinet was damaged. Instead, unplug your computer and contact a qualified computer technician.

First steps

If you have problems with your computer, try these things first:

- Make sure that the AC power adapter is connected to your computer and an AC outlet and that the AC outlet is supplying power.
- If you use a power strip or surge protector, make sure that it is turned on.
- If a peripheral device (such as a keyboard or mouse) does not work, make sure that all connections are secure.
- Make sure that your hard drive is not full.
- If an error message appears on the screen, write down the exact message. The message may help Gateway Technical Support in diagnosing and fixing the problem.
- If you added or removed modules or peripheral devices, review the installation procedures you performed and make sure that you followed each instruction.
- If an error occurs in a program, consult the program's printed documentation or the online help.

Help and Support



For more information about troubleshooting in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **troubleshooting** in the HelpSpot **Search** box Search , then click the arrow.

Software support tools

Your system *may* include the following support tool to help you diagnose and fix problems:

- *PC Doctor* is a comprehensive hardware diagnostic and system information tool that can test your computer and determine its configuration. PC Doctor provides 85 professional diagnostic tests directly from your computer.

This support tool is available from HelpSpot or by clicking **Start, All Programs**, then clicking **Gateway Utilities**.

Troubleshooting

CD, DVD, CD-RW, or DVD/CD-RW drives

Your computer does not recognize a disc or the drive

- The disc may not be correctly seated in the tray. When you place a disc on the tray, make sure that you press the disc firmly onto the spindle so that the retainers hold the disc in place.
- Make sure that the disc label is facing up.
- Try a different disc. Occasionally discs are flawed and cannot be read by the drive.
- Clean the disc. For more information, see “To clean a CD or DVD:” on page 266.
- Your computer may be experiencing some temporary memory problems. Shut down and restart your computer.

An audio CD does not produce sound

- Make sure that the CD label is facing up.
- Make sure that the volume control on your notebook is turned up. For more information, see “System key combinations” on page 25.
- Make sure that the Windows volume control is turned up. For more information, see “Adjusting the volume” on page 81 or “Adjusting the volume in Windows 2000” on page 84.
- Make sure that **Mute** is not selected. For more information, see “System key combinations” on page 25, “Adjusting the volume” on page 81, or “Adjusting the volume in Windows 2000” on page 84.
- Clean the CD. For more information, see “To clean a CD or DVD:” on page 266.
- Your computer may be experiencing some temporary memory problems. Shut down and restart your computer.
- Reinstall the audio device drivers. For more information, see “Reinstalling device drivers” on page 243.

A DVD movie will not play

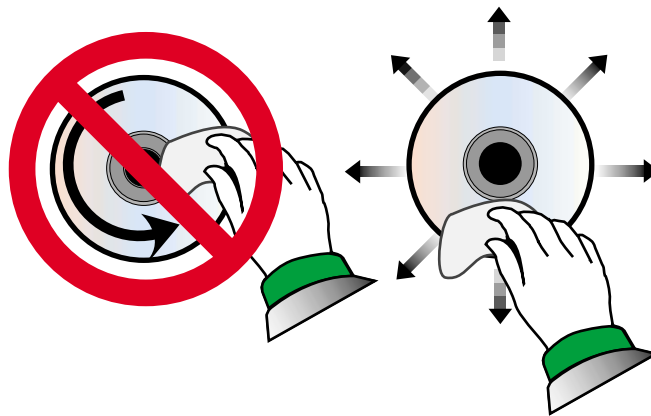
- Make sure that the label or side you want to play is facing up.
- Shut down and restart your computer.
- The DVD's regional code and your computer's regional code may not match. *Regional codes* help control DVD title exports and help reduce illegal disc distribution. To be able to play a DVD, the regional code on the disc and the regional code for the DVD drive must match.

The regional code on your DVD drive is determined by delivery address for your computer. The regional code for the disc is on the disc, disc documentation, or packaging.



To clean a CD or DVD:

- Wipe from the center to the edge, not around in a circle, using a product made especially for the purpose.



Device installation

You have computer problems after adding a new device

Sometimes a new device, such as a PC Card, can cause a system resource (IRQ) conflict. Check IRQ usage to determine if there is an IRQ conflict.



To check IRQ usage in Windows XP:

- 1 Click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Performance and Maintenance**.
- 2 Click/Double-click **System**, click the **Hardware** tab, then click **Device Manager**. The *Device Manager* window opens.
- 3 Click **View, Resources by type**, then double-click **Interrupt request (IRQ)**. All IRQs and their hardware assignments are displayed.



Help and Support



For more information about IRQs in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **IRQs** in the HelpSpot **Search** box

Search , then click the arrow.



To check IRQ usage in Windows 2000:

- 1 Click **Start, Settings**, then click **Control Panel**. The *Control Panel* window opens.
- 2 Double-click **System**, click the **Hardware** tab, then click **Device Manager**. The *Device Manager* window opens.
- 3 Click **View, Resources by type**, then double-click **Interrupt request (IRQ)**. All IRQs and their hardware assignments are displayed.





To free IRQ resources for the new device:

- 1** In the *Device Manager* window, check the device list for a resource conflict. A resource conflict appears as a black exclamation point in a yellow circle.
- 2** Remove the device you are trying to install, then determine which one of the existing devices or ports you can disable.
- 3** Right-click the device or port you want to disable, then click **Disable**. The device or port is disabled.



Diskette drive

The diskette drive is not recognized

- Shut down and restart your computer.

You receive a “Access Denied” or “Write protect” error message

- Move the write-protection tab in the upper-right corner of the diskette down (unprotected).
- The diskette may be full. Delete unnecessary files on the diskette and try again.
- Not all diskettes are IBM-compatible. make sure that the diskette you are using is IBM-compatible.
- Try a different diskette. Occasionally diskettes are flawed and cannot be read by the diskette drive.

You receive a “Disk is full” error message

- Delete unnecessary files on the diskette.
- Try a different diskette. Occasionally diskettes are flawed and cannot be read by the diskette drive.
- Run Error checking on the diskette. For more information, see “Checking the hard drive for errors” on page 231. If errors are detected and corrected, try using the diskette again.

You receive a “Non-system disk” or “Disk error” error message

- Eject the diskette from the diskette drive, then press ENTER.
- Make sure that the diskette you are using is IBM-compatible.

The light on the diskette drive is lit continuously

- Remove the diskette from the drive. If the light stays on, try restarting your computer.

Display


The screen resolution is not correct

- Change the screen resolution and color depth from the *Display Properties* dialog box. For more information, see “Adjusting the color depth” on page 152 and “Adjusting the screen resolution” on page 154.

Help and Support



For more information about changing the screen resolution in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **screen resolution** in the HelpSpot **Search** box , then click the arrow.


The text on the display is dim or difficult to read

- Move your computer away from sources of electrical interference such as televisions, unshielded speakers, microwaves, fluorescent lights, and metal beams or shelves.
- Change the display settings. For more information, see “Adjusting the screen and desktop settings” on page 152.

Help and Support



For more information about changing the display settings in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **display settings** in the HelpSpot **Search** box , then click the arrow.

The display has pixels that are always dark or too bright

- This condition is normal and inherent in the TFT technology used in active-matrix LCD screens. Gateway’s inspection standards keep these to a minimum. If you feel these pixels are unacceptably numerous or dense on your display, contact Gateway Technical Support to identify whether a repair or replacement is justified based on the number of pixels affected.

File management

A file was accidentally deleted



To restore deleted files:

- 1 Double-click the **Recycle Bin** icon.
- 2 Right-click the file you want to restore, then click **Restore**. The file is restored to the place where it was originally deleted from.

If the Recycle Bin was emptied before you tried to restore a file, the file cannot be recovered.



Help and Support



For more information about restoring deleted files in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **System Restore** in the HelpSpot **Search** box , then click the arrow.

Hard drive

You receive an “Insufficient disk space” error message

- Delete unnecessary files from the hard drive using Disk Cleanup. For more information, see “Using Disk Cleanup” on page 230.
- Empty the Recycle Bin by right-clicking the **Recycle Bin** icon and clicking **Empty Recycle Bin**.

Caution



All deleted files will be lost when you empty the Recycle Bin.

- If possible, save your files to a diskette or another drive.
- If the hard drive is full, copy any files not regularly used to diskettes or other backup media, then delete them from the hard drive.

Help and Support

For more information about file management in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **file management** in the HelpSpot Search box , then click the arrow.

You receive a “Data error” message

- This may be the result of a defective area on the hard drive. To fix hard drive problems, run the Error checking program. For more information, see “Checking the hard drive for errors” on page 231

The hard drive cannot be accessed, or you receive a “General failure reading drive C” error message

- If a diskette is in the diskette drive, eject it and restart your computer.
- Make sure that the hard drive is correctly installed. Remove it, firmly reinsert it, then restart your computer. For more information, see “Replacing the hard drive” on page 259.
- If your computer has been subjected to static electricity or physical shock, you may need to reinstall the operating system.

Internet


You cannot connect to the Internet

- Make sure that the modem cable is plugged into the modem jack and not the Ethernet network jack. See “Left side” on page 3 to make sure that the connections have been made correctly.
- Make sure that your computer is connected to the telephone line and the telephone line has a dial tone.
- If you have the call waiting feature on your telephone line, make sure that it is disabled.
- Make sure that your account with your Internet Service Provider (ISP) is set up correctly. Contact your ISP technical support for help.
- Make sure that you do not have a problem with your modem. For information about solving modem problems, see “Modem” on page 274.

Help and Support



For more information about troubleshooting Internet connections in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **troubleshooting connections** in the HelpSpot **Search** box , then click the arrow.

You receive an “Unable to locate host” message and are unable to browse the Internet

This problem can occur when you have typed a URL (Web address) incorrectly, you have lost your Internet connection, or your ISP is having technical difficulties.

- Double-check the URL or try a different URL.
- If the error message still appears, disconnect from the ISP connection and close your browser, then reconnect and open the browser. If you still get the error, your ISP may be having technical difficulties.

Connecting to a Web site takes too long

Many factors can affect Internet performance:

- The condition of the telephone lines in your residence or at your local telephone company
- The condition of the Internet computers to which you connect and the number of users accessing those computers
- The complexity of graphics and multimedia on Web pages
- Having multiple Web browsers open, performing multiple downloads, and having multiple programs open on your computer

People are sending you e-mail messages, but you have not received any mail

- Click the receive button in your e-mail program.
- Make sure that your account with your Internet Service Provider (ISP) is set up correctly. Contact your ISP technical support for help.

Keyboard

The external keyboard does not work

- Make sure that the keyboard cable is plugged in correctly.
- Try a keyboard that you know works to make sure that the keyboard port works.
- If you spilled liquid in the keyboard, turn off your computer and unplug the keyboard. Clean the keyboard and turn it upside down to drain it. Let the keyboard dry before using it again.

A keyboard character keeps repeating or you receive a “Keyboard stuck” or “Key failure” error message

- Make sure that nothing is resting on the keyboard.
- Make sure that a key is not stuck. Press each key to loosen a key that might be stuck, then restart your computer.

Memory

You receive a “Memory error” message

- Make sure that the memory modules are inserted correctly in the memory bay slot. For more information, see “Adding or replacing memory” on page 255.
- Use diagnostic programs to help determine if a memory module is failing. For more information, see “Adding or replacing memory” on page 255.


You receive a “Not enough memory” error message

- Close all programs, then restart your computer.

Help and Support



For more information about handling memory errors in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **memory error** in the HelpSpot Search box , then click the arrow.

Modem

Your modem does not dial or does not connect

- Make sure that the modem cable is plugged into the modem jack and not the Ethernet network jack. See “Left side” on page 3 to make sure that the connections have been made correctly.
- Make sure that your computer is connected to the telephone line and the telephone line has a dial tone.
- Make sure that the modem cable is less than 6 feet (1.8 meters) long.
- Remove any line splitters or surge protectors from your telephone line, then check for a dial tone by plugging a working telephone into the telephone wall jack.
- If you have additional telephone services such as call waiting, call messaging, or voice mail, make sure that all messages are cleared and call waiting is disabled before using the modem. Contact your telephone service to get the correct code to temporarily disable the service. Also make sure that the modem dialing properties are set appropriately.



To check the dialing properties:

- 1 In Windows XP, click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Printers and Other Hardware**.

- OR -


In Windows 2000, click **Start**, **Settings**, then click **Control Panel**. The *Control Panel* window opens.

- 2 Click/Double-click the **Phone and Modem Options** icon, then click the **Dialing Rules** tab.
- 3 Select the name of the location from which you are dialing, then click **Edit**.
- 4 Make sure that all settings are correct.



Help and Support

For more information about dialing settings in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **dialing** in the HelpSpot **Search** box
 Search , then click the arrow.

- Disconnect any answering machine, fax machine, or printer that is on the same line as the modem. You should not have these devices plugged into the same telephone line as the modem.
- Make sure that you are not using a digital, rollover, or PBX line. These lines do not work with your modem.
- Check for line noise (scratchy, crackling, or popping sounds). Line noise is a common problem that can cause the modem to connect at a slower rate, abort downloads, or even disconnect. The faster the modem, the less line noise it can tolerate and still work correctly.
- Listen to the line using your telephone. Dial a single number (such as 1). When the dial tone stops, listen for line noise. Wiggle the modem cable to see if that makes a difference. Make sure that the connectors are free from corrosion and all screws in the wall or telephone wall jack are secure.
- You can also call your telephone service and have the telephone line checked for noise or low line levels.
- Try another telephone line (either a different telephone number in your house or a telephone line at a different location). If you can connect on this line, call your telephone service.
- Try connecting with the modem at a lower connection speed. If reducing the connect speed lets you connect, contact your telephone service. The telephone line may be too noisy.

You cannot connect to the Internet

- The ISP may be having technical difficulties. Contact your ISP technical support for help.
- See if the modem works with a different communications program. The problem may be with just one program.

Your 56K modem does not connect at 56K

Current FCC regulations restrict actual data transfer rates over public telephone lines to 53K. Other factors, such as line noise, telephone service provider equipment, or ISP limitations, may lower the speed even further.

If your system has a v.90 modem, the speed at which you can upload (send) data is limited to 33.6K. If your system has a v.92 modem, the speed at which you can upload data is limited to 48K. Your ISP may not support 48K uploads.

You can check modem connection speeds and dial-up network (DUN) connections by accessing the *gateway.your.way dial-up server*. The server also contains drivers, patches, and updates for current Gateway hardware and software.

The server provides a secure connection and is a stand-alone server. You cannot use it to access the Internet. The server cannot be accessed Mondays from 8:00 a.m. to 12:00 p.m. CST.



To access the *gateway.your.way dial-up server*:

- 1** Insert the red Gateway CD of the *System Restoration Kit*.
- 2** Click **Help**, then click **Support Web Site**.
- 3** To check your modem connection speed, select the **Direct Dial** option. After your modem connects, move the mouse pointer over the **Dial-Up Networking** icon (located next to the clock on your Taskbar), your modem connection speed appears.



Your fax communications program only sends and receives faxes at 14,400 bps when you have a 56K modem

Current fax technology only supports a maximum send and receive rate of 14,400 bps.

The modem is not recognized by your computer

- Make sure that the line connected to the modem is working and plugged into the appropriate port on the modem. See “Left side” on page 3 to make sure that the connections have been made correctly.
- If the modem shares the telephone line with another device, make sure that the telephone line is not in use (for example, someone is on the telephone, or another modem is in use).
- Use the modem cable that came with your computer. Some telephone cables do not meet required cable standards and may cause problems with the modem connection.
- Shut down and restart your computer.

- Run Windows modem diagnostics.



To run modem diagnostics:

- 1 Close all open programs.
- 2 In Windows XP, click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Printers and Other Hardware**.

- OR -

In Windows 2000, click **Start**, **Settings**, then click **Control Panel**. The *Control Panel* window opens.
- 3 Click/Double-click the **Phone and Modem Options** icon, then click the **Modems** tab.
- 4 Click to select your modem, then click **Properties**. The *Modem Properties* window opens.
- 5 Click the **Diagnostic** tab, then click **Query Modem**. If information about the modem appears, the modem passed diagnostics. If no modem information is available, a white screen appears with no data, or if you get an error such as *port already open* or *the modem has failed to respond*, the modem did not pass diagnostics.



Help and Support



For more information about modem troubleshooting in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **modem troubleshooting** in the HelpSpot **Search** box , then click the arrow.

The modem is noisy when it dials and connects

When your modem tries to connect to another modem, it begins *handshaking*. Handshaking is a digital “getting acquainted” conversation between the two modems that establishes connection speeds and communication protocols. You may hear unusual handshaking sounds when the modems first connect. If the handshaking sounds are too loud, you can turn down the modem volume.



To turn down the modem volume:

1 In Windows XP, click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Printers and Other Hardware**.

- OR -

In Windows 2000, click **Start**, **Settings**, then click **Control Panel**. The *Control Panel* window opens.

2 Click/Double-click the **Phone and Modem Options** or **Modems** icon, then click the **Modems** tab.

3 Select the modem you want to adjust, then click **Properties**.

4 Click the **Modem** tab, then adjust the **Speaker volume** control.

5 Click **OK** twice to exit Phone and Modem Options.



Mouse

The external mouse does not work

- Make sure that the mouse cable is plugged in correctly.
- Try a mouse you know is working to make sure that the mouse port works.
- Shut down and restart your computer.

The external mouse works erratically

- Clean the mouse. For more information, see “Cleaning the mouse” on page 238.

Help and Support



For a video tutorial about cleaning the mouse, click **Start**, then click **Help and Support**.

Type the keyword **mouse troubleshooting** in the HelpSpot **Search** box , then click the arrow.

Networks

You cannot connect to your company network

- Every network is unique. Contact your company computer department or network administrator for help.

Help and Support



For more information about network troubleshooting in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **network troubleshooting** in the HelpSpot **Search** box , then click the arrow.

Passwords

Your computer does not accept your password

- Make sure that CAPS LOCK and PAD LOCK are turned off, then retype the password.

You forgot your startup password

- The password feature (which is set in the BIOS Setup utility) is very secure, with no easy way to recover a forgotten password. You must return your computer for repair. Call Gateway Technical Support for instructions.

PC Cards

You installed a PC Card and now your computer is having problems

- Make sure that you have correctly installed required software for the PC Card. For more information, see your PC Card's documentation.
- Make sure that the PC Card you installed is not causing a system resource conflict. For more information on resource conflicts, see "Device installation" on page 267.

Power

Your computer is not working on AC power

- Make sure that your AC power adapter is connected correctly to your computer. For more information, see "Connecting the AC adapter" on page 16.

- If your system is plugged into a surge protector, make sure that the surge protector is connected securely to an electrical outlet, turned on, and working correctly. To test the outlet, plug a working device, such as a lamp, into the outlet and turn it on.
- Make sure that the AC power adapter cables are free from cuts or damage. Replace any damaged cables.

Your computer is not working on battery power

- Make sure that the battery is installed correctly. For more information, see “Changing batteries” on page 133.
- Make sure that the battery is fully recharged. For more information, see “Recharging the battery” on page 131.
- Make sure that the battery is calibrated correctly. For more information, see “Recalibrating the battery” on page 132.

Your computer will not turn off, even after pressing the power button for five seconds

- If your system has “frozen,” and pressing the power button for five seconds does not turn it off, insert a straightened paper clip into the reset hole on the bottom of your notebook. For the location of the reset hole, see “Bottom” on page 6.

Printer

The printer will not turn on

- Make sure that the printer is online. Many printers have an online/offline button that you may need to press.
- Make sure that the power cable is plugged into an AC power source.

The printer is on but will not print

- Check the cable between the printer and your computer. Make sure that it is connected to the correct port.
- Most printers have an online/offline button that you may need to press so the printer can start printing. Press the button to put the printer online.
- Check the connector and cable for bent or broken pins.
- If the printer you want to print to is not the default printer, make sure that you have selected it in the printer setup.



To set a default printer in Windows XP:

- 1 Click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Printers and Other Hardware**.
- 2 Click/Double-click the **Printers and Faxes** icon. The *Printers and Faxes* window opens.
- 3 Right-click the name of the printer you want to be the default printer, then click **Set as Default Printer**.



To set a default printer in Windows 2000:

- 1 Click **Start**, **Settings**, then click **Printers**.
- 2 Right-click on the name of the printer you want to be the default printer, then click **Set as Default**.



- Reinstall the printer driver. Use the manual that came with your printer for instructions on installing the printer driver.

You receive a “Printer queue is full” error message

- Make sure that the printer is not set to work offline.



To make sure that the printer is not set to work offline in Windows XP:


- 1 Click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Printers and Other Hardware**.
- 2 Click/Double-click the **Printers and Faxes** icon. The *Printers and Faxes* window opens.
- 3 Right-click the name of the printer you want to use. If the menu shows a check mark next to **Use Printer Offline**, click **Use Printer Offline** to clear the check mark.



Help and Support



For more information about printer troubleshooting in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **printer troubleshooter** in the HelpSpot **Search** box , then click the arrow.



To make sure that the printer is not set to work offline in Windows 2000:

- 1** Click **Start**, **Settings**, then click **Printers**.
- 2** Right-click the name of the printer you want to use. If the menu shows a check mark next to **Use Printer Offline**, click **Use Printer Offline** to clear the check mark.



- Wait until files have been printed before sending additional files to the printer.
- If you print large files or many files at one time, you may want to add additional memory to the printer. Consult the printer documentation for instructions for adding additional memory.

You receive a “Printer is out of paper” error message

- After adding paper, make sure that the printer is online. Most printers have an online/offline button that you need to press after adding paper.

Sound

You are not getting sound from the built-in speakers

- Make sure that headphones are not plugged into the headphone jack. For the location of the headphone jack, see “Left side” on page 3.
- Make sure that the volume control on your notebook is turned up. For more information, see “System key combinations” on page 25.
- Make sure that the Windows volume control is turned up. For more information, see “Adjusting the volume” on page 81 or “Adjusting the volume in Windows 2000” on page 84.
- Make sure that **Mute** is not selected. For more information, see “System key combinations” on page 25, “Adjusting the volume” on page 81, or “Adjusting the volume in Windows 2000” on page 84.

Help and Support



For more information about troubleshooting sound issues in Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **sound troubleshooter** in the HelpSpot **Search** box Search , then click the arrow.

Video

The external monitor is not working

- Make sure that you have pressed **FN+LCD/CRT** to activate the external monitor option.
- Make sure that the monitor power is turned on and that the video cable is correctly connected.

Telephone support

Before calling Gateway Technical Support

If you have a technical problem with your computer, follow these recommendations before contacting Gateway Technical Support:

- Make sure that your computer is connected correctly to a grounded AC outlet that is supplying power. If you use a surge protector, make sure that it is turned on.
- If a peripheral device, such as a keyboard or mouse does not appear to work, make sure that all cables are plugged in securely.
- If you have recently installed hardware or software, make sure that you have installed it according to the instructions provided with it. If you did not purchase the hardware or software from Gateway, refer to the manufacturer's documentation and technical support resources.
- If you have "how to" questions about using a program, consult:
 - Online Help
 - Printed documentation
 - The Microsoft Windows documentation
 - The software publisher's Web site
- Consult the troubleshooting section of this chapter.

Warning



To avoid bodily injury, do not attempt to troubleshoot your computer problem if:

- Power cords or plugs are damaged
- Liquid has been spilled into your computer
- Your computer was dropped
- The case was damaged

Instead, unplug your computer and contact a qualified computer technician.

- Have your customer ID, serial number, and order number available, along with a detailed description of your issue, including the exact text of any error messages, and the steps you have taken.
- Make sure that your computer is nearby at the time of your call. The technician may have you follow troubleshooting steps while on the line.

Telephone support

Gateway offers a wide range of customer service, technical support, and information services.

Automated troubleshooting system

Service description	How to reach
Use an automated menu system and your telephone keypad to find answers to common problems.	800-846-2118 (US) 877-709-2945 (Canada)

Telephone numbers

You can access the following services through your telephone to get answers to your questions:

Resource	Service description	How to reach
Fax on demand support	Order a catalog of documents on common problems, then order documents by document numbers. The documents will be faxed to you.	800-846-4526 (US) 877-709-2951 (Canada)
Gateway's fee-based software tutorial service	Get tutorial assistance for software issues billed by the minute.	800-229-1103 (charged to your credit card) 900-555-4695 (charged to your telephone bill)
Gateway Technical Support	Talk to a Gateway Technical Support representative about a non-tutorial technical support question. (Refer to "Before calling Gateway Technical Support" on page 284 before calling.) TDD Technical Support (for hearing impaired) is available: Weekdays 6:00 a.m. - 8:00 p.m. Central Time Weekends 6:00 a.m. - 5:00 p.m. Central Time	800-846-2301 (US) 800-846-3609 (Canada and Puerto Rico) 605-232-2191 (all other countries) 800-846-1778 (TDD)
America Online	Get support for your America Online ISP account	800-827-6364 (US) 888-265-4357 (Canada)
CompuServe	Get support for your CompuServe ISP account	800-848-8990 (US)
Sales, accounting, and warranty	Get information about available systems, pricing, orders, billing statements, warranty service, or other non-technical issues.	800-846-2000 (US) 888-888-2037 (Canada)

Tutoring and training

Gateway's Technical Support professionals cannot provide hardware and software training or tutorial services. Instead, Gateway recommends the following tutoring and training resources.

Self-help


If you have *how-to* questions about using your Gateway-supplied hardware or software, consult the following resources:

- The printed or online documentation that came with your hardware or software. In many cases, additional product information and online documentation for Gateway-supplied hardware can be found in our Web site's Documentation Library
- This user's guide
- The software publisher's Web site

Help and Support



For more how-to information about Windows XP, click **Start**, then click **Help and Support**.

Type the keyword **practice** in the HelpSpot **Search** box
Search , then click the arrow.

Tutoring

For help on using hardware or software that came with your Gateway computer, contact Gateway's fee-based tutorial hotline:

- 800-229-1103 (rate charged per minute; charged to a major credit card)
- 900-555-4695 (rate charged per minute; charged to your telephone bill)

Training

Gateway provides the following in-person and computerized training:

Resource	Service description	For more information
In-Store Training at Gateway Country stores	Our friendly and knowledgeable software trainers can teach you how to use the Internet and the most popular software programs, including Microsoft Word, Excel, and PowerPoint.	www.gateway.com/country
Gateway Learning Libraries	A variety of courses and tutorials are available on CD. Select from several easy-to-use learning libraries.	www.gateway.com/training
Online Training from Learn@Gateway	More than 450 online courses are available from Learn@Gateway. All you have to do is go online and log in. You select the subject matter, and the learning format (self-paced tutorials or virtual classrooms), all from the comfort of your computer.	www.learnatgateway.com/

Safety, Regulatory, and Legal Information A

Important safety information

Your Gateway system is designed and tested to meet the latest standards for safety of information technology equipment. However, to ensure safe use of this product, it is important that the safety instructions marked on the product and in the documentation are followed.

Warning



Always follow these instructions to help guard against personal injury and damage to your Gateway system.

Setting up your system

- Read and follow all instructions marked on the product and in the documentation before you operate your system. Retain all safety and operating instructions for future use.
- Do not use this product near water or a heat source such as a radiator.
- Set up the system on a stable work surface.
- The product should be operated only from the type of power source indicated on the rating label.
- If your computer has a voltage selector switch, make sure that the switch is in the proper position for your area. The voltage selector switch is set at the factory to the correct voltage.



- Openings in the computer case are provided for ventilation. Do not block or cover these openings. Make sure you provide adequate space, at least 6 inches (15 cm), around the system for ventilation when you set up your work area. Never insert objects of any kind into the computer ventilation openings.
- Some products are equipped with a three-wire power cord to make sure that the product is properly grounded when in use. The plug on this cord will fit only into a grounding-type outlet. This is a safety feature. If you are unable to insert the plug into an outlet, contact an electrician to install the appropriate outlet.
- If you use an extension cord with this system, make sure that the total ampere rating on the products plugged into the extension cord does not exceed the extension cord ampere rating.
- If your system is fitted with a TV Tuner, cable, or satellite receiver card, make sure that the antenna or cable system is electrically grounded to provide some protection against voltage surges and buildup of static charges.

Care during use

- Do not walk on the power cord or allow anything to rest on it.
- Do not spill anything on the system. The best way to avoid spills is to avoid eating and drinking near your system.
- Some products have a replaceable CMOS battery on the system board. There is a danger of explosion if the CMOS battery is replaced incorrectly. Replace the battery with the same or equivalent type recommended by the manufacturer. Dispose of batteries according to the manufacturer's instructions.
- When the computer is turned off, a small amount of electrical current still flows through the computer. To avoid electrical shock, always unplug all power cables and modem cables from the wall outlets before cleaning the system.
- Unplug the system from the wall outlet and refer servicing to qualified personnel if:
 - The power cord or plug is damaged.
 - Liquid has been spilled into the system.
 - The system does not operate properly when the operating instructions are followed.
 - The system was dropped or the cabinet is damaged.
 - The system performance changes.

Replacement parts and accessories

Use only replacement parts and accessories recommended by Gateway.

Important



Do not use Gateway products in areas classified as hazardous locations. Such areas include patient care areas of medical and dental facilities, oxygen-laden environments, or industrial facilities.

Caution



To reduce the risk of fire, use only No. 26 AWG or larger telecommunications line cord.

Regulatory compliance statements

Wireless Guidance

Low power, Radio LAN type devices (radio frequency (RF) wireless communication devices), operating in the 2.4 GHz Band, may be present (embedded) in your notebook system. The following section is a general overview of considerations while operating a wireless device.

Additional limitations, cautions, and concerns for specific countries are listed in the specific country sections (or country group sections). The wireless devices in your system are only qualified for use in the countries identified by the Radio Approval Marks on the system rating label. If the country you will be using the wireless device in, is not listed, please contact your local Radio Approval agency for requirements. Wireless devices are closely regulated and use may not be allowed.

The power output of the wireless device or devices that may be embedded in your notebook is well below the RF exposure limits as known at this time. Because the wireless devices (which may be embedded into your notebook) emit less energy than is allowed in radio frequency safety standards and recommendations, Gateway believes these devices are safe for use. Regardless of the power levels, care should be taken to minimize human contact during normal operation.

As a general guideline, a separation of 20 cm (8 inches) between the wireless device and the body, for use of a wireless device near the body (this does not include extremities) is typical. This device should be used more than 20 cm (8 inches) from the body when wireless devices are on and transmitting.

Some circumstances require restrictions on wireless devices. Examples of common restrictions are listed below:

Warning



Radio frequency wireless communication can interfere with equipment on commercial aircraft. Current aviation regulations require wireless devices to be turned off while traveling in an airplane. 802.11B (also known as wireless Ethernet or Wifi) and Bluetooth communication devices are examples of devices that provide wireless communication.

Warning



In environments where the risk of interference to other devices or services is harmful or perceived as harmful, the option to use a wireless device may be restricted or eliminated. Airports, Hospitals, and Oxygen or flammable gas laden atmospheres are limited examples where use of wireless devices may be restricted or eliminated. When in environments where you are uncertain of the sanction to use wireless devices, ask the applicable authority for authorization prior to use or turning on the wireless device.

Warning



Every country has different restrictions on the use of wireless devices. Since your system is equipped with a wireless device, when traveling between countries with your system, check with the local Radio Approval authorities prior to any move or trip for any restrictions on the use of a wireless device in the destination country.

Warning



If your system came equipped with an internal embedded wireless device, do not operate the wireless device unless all covers and shields are in place and the system is fully assembled.

Warning



Wireless devices are not user serviceable. Do not modify them in any way. Modification to a wireless device will void the authorization to use it. Please contact Gateway for service.

Warning



Only use drivers approved for the country in which the device will be used. See the Gateway System Restoration Kit, or contact Gateway Technical Support for additional information.

Warning



In order to comply with FCC requirements this transmitter must not be operated (or co-located) in conjunction with any other transmitter or antenna installed in the notebook.

United States of America

Federal Communications Commission (FCC)

Intentional emitter per FCC Part 15

Low power, Radio LAN type devices (radio frequency (RF) wireless communication devices), operating in the 2.4 GHz Band, may be present (embedded) in your notebook system. This section is only applicable if these devices are present. Refer to the system label to verify the presence of wireless devices.

Wireless devices that may be in your system are only qualified for use in the United States of America if an FCC ID number is on the system label.

The FCC has set a general guideline of 20 cm (8 inches) separation between the device and the body, for use of a wireless device near the body (this does not include extremities). This device should be used more than 20 cm (8 inches) from the body when wireless devices are on. The power output of the wireless device (or devices), which may be embedded in your notebook, is well below the RF exposure limits as set by the FCC.

Operation of this device is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation of the device.

Warning



Wireless devices are not user serviceable. Do not modify them in any way. Modification to a wireless device will void the authorization to use it. Contact Gateway for service.

Unintentional emitter per FCC Part 15

This device has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio or television reception. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio and television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna
- Increase the separation between the equipment and receiver
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected
- Consult the dealer or an experienced radio/TV technician for help.

Compliance Accessories: The accessories associated with this equipment are: shielded video cable when an external monitor is connected. These accessories are required to be used in order to ensure compliance with FCC rules.

FCC declaration of conformity

Responsible party:

Gateway Companies, Inc.
610 Gateway Drive, North Sioux City, SD 57049
(605) 232-2000 Fax: (605) 232-2023

Product:

- Solo 1450

This device complies with Part 15 of the FCC Rules. Operation of this product is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Caution



Changes or modifications not expressly approved by Gateway could void the FCC compliance and negate your authority to operate the product.

**Telecommunications per FCC part 68
(applicable to products fitted with USA modems)**

Your modem complies with Part 68 of the Federal Communications Commission (FCC) rules. On the computer or modem card is a label that contains the FCC registration number and Ringer Equivalence Number (REN) for this device. If requested, this information must be provided to the telephone company.

An FCC-compliant telephone line cord with a modular plug is required for use with this device. The modem is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part 68-compliant. See installation instructions for details.

The Ringer Equivalence Number (REN) is used to determine the number of devices which may be connected to the telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company.

If this device causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. The telephone company may request that you disconnect the equipment until the problem is resolved.

The telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of this equipment. If this happens, the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

This equipment cannot be used on telephone company-provided coin service. Connection to party line service is subject to state tariffs. Contact the state public utility commission or public service commission for information.

When programming or making test calls to emergency numbers:

- Remain on the line and briefly explain to the dispatcher the reason for the call.
- Perform such activities in the off-peak hours such as early morning or late evenings.

The United States Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone fax machine unless such message clearly contains, in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent, an identification of the business, other entity, or other individual sending the message, and the telephone number of the sending machine or such business, other entity, or individual. Refer to your fax communication software documentation for details on how to comply with the fax-branding requirement.

Canada

Industry Canada (IC)

Intentional emitter per RSS 210

Low power, Radio LAN type devices (radio frequency (RF) wireless communication devices), operating in the 2.4 GHz Band, may be present (embedded) in your notebook system. This section is only applicable if these devices are present. Refer to the system label to verify the presence of wireless devices.

Wireless devices that may be in your system are only qualified for use in Canada if an Industry Canada ID number is on the system label.

As a general guideline, a separation of 20 cm (8 inches) between the wireless device and the body, for use of a wireless device near the body (this does not include extremities) is typical. This device should be used more than 20 cm (8 inches) from the body when wireless devices are on. The power output of the wireless device (or devices), which may be embedded in your notebook, is well below the RF exposure limits as set by Industry Canada.

Operation of this device is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation of the device.

Warning



To prevent radio interference to licensed service, this device is intended to be operated indoors and away from windows to provide maximum shielding. Equipment (or its transmit antenna) that is installed outdoors is subject to licensing.

Warning



Wireless devices are not user serviceable. Do not modify them in any way. Modification to a wireless device will void the authorization to use it. Contact Gateway for service.

Unintentional emitter per ICES-003

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus as set out in the radio interference regulations of Industry Canada.

Le présent appareil numérique n'émet pas de bruits radioélectriques dépassant les limites applicables aux appareils numériques de Classe B prescrites dans le règlement sur le brouillage radioélectrique édicté par Industrie Canada.

Telecommunications per DOC notice (for products fitted with an IC-compliant modem)

The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operation, and safety requirements. The Department does not guarantee the equipment will operate to the users' satisfaction.

Before installing this equipment, users should make sure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the inside wiring associated with a single-line individual service may be extended by means of a certified connector assembly. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should make sure, for their own protection, that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

Warning



To avoid electrical shock or equipment malfunction do not attempt to make electrical ground connections by yourself. Contact the appropriate inspection authority or an electrician, as appropriate.

The **Ringer Equivalence Number** (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

Mexico

Intentional emitter

Low power, Radio LAN type devices (radio frequency (RF) wireless communication devices), operating in the 2.4 GHz Band, may be present (embedded) in your notebook system. This section is only applicable if these devices are present. Refer to the system label to verify the presence of wireless devices.

Wireless devices that may be in your system are only qualified for use in Mexico if a SCT ID is on the system label.

As a general guideline, a separation of 20 cm (8 inches) between the wireless device and the body, for use of a wireless device near the body (this does not include extremities) is typical. This device should be used more than 20 cm (8 inches) from the body when wireless devices are on.

The power output of the wireless device (or devices), which may be embedded in your notebook, is well below the RF exposure limits as set by SCT.

Unintentional emitter

At this time there are no mandatory requirements for Unintentional Emitters. However, this device does comply with multiple requirements for other countries and regions as listed on the system label and in the user's manual.

Laser safety statement

All Gateway systems equipped with CD and DVD drives comply with the appropriate safety standards, including IEC 825. The laser devices in these components are classified as “Class 1 Laser Products” under a US Department of Health and Human Services (DHHS) Radiation Performance Standard. Should the unit ever need servicing, contact an authorized service location.

Warning



Use of controls or adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure. To prevent exposure to laser beams, do not try to open the enclosure of a CD or DVD drive.

Notices

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14303 Gateway Place
Poway, CA 92064 USA

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Macrovision statement

If your computer has a DVD drive and an analog TV Out port, the following paragraph applies:

This product incorporates copyright protection technology that is protected by method claims of certain U.S. patents and other intellectual property rights owned by Macrovision Corporation and other rights owners. Use of this copyright protection technology must be authorized by Macrovision Corporation, and is intended for home and other limited viewing uses only unless otherwise authorized by Macrovision Corporation. Reverse engineering or disassembly is prohibited.

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